



Administrative Assistant

Introduction: Part Time. Amador Health Center's Administrative Assistant will assist the Chief Executive Officer (CEO) in administrative tasks that support the clinical and administrative functions of the clinic. Tasks will vary according to funding streams and the clinic's needs.

Major Functions and Responsibilities: The administrative assistant's tasks will range from administrative reception, checking agency email and Board admin support, and preparing copies and documents. This includes filing and organization skills and other tasks needed to meet the clinic's day-to-day demands. The administrative assistant is a support team member with strong organizational and systems skills. Must be flexible and able to develop or help develop efficient organizational systems to improve administrative workflow. Duties will vary greatly in a fast-paced setting, including help preparing for meetings and taking minutes.

Major Activities and End Results:

1. Update and maintain the CEO meetings and schedule calendar; keeping the CEO informed of such activities
2. Make copies, file and organize administrative documents
3. Take staff meeting minutes and follow up on associated tasks
4. Distribute meeting notices and minutes
5. Help prepare for board meeting, making board packets and distributing as directed
6. Attend administrative trainings and participate in appropriate local organizations
7. Assist with the purchasing and tracking of equipment and supplies, including keeping proper procurement files
8. Assist with human resources paperwork and files, including compliance with labor laws and staff licensing
9. Other tasks as assigned and needed

Experience, Knowledge and Skills

- Minimum Qualifications: Experience working in an office environment on administrative functions that support an organization. Certification or Associate's Degree or Higher in Business Administration, Computer Skills or related field
- Desired Qualifications: Strong organizational skills

Education, Credentials, Licenses

- Minimum Qualifications: Experience in administrative tasks and with general Microsoft programs, internet and email capabilities.

Other: Position will involve once a month Board admin support state and out-of-state travel for clinic specific training and meetings.

St. Luke's Health Care Clinic is an Equal Opportunity Employer

Visit our website at www.amadorhealth.org for and application and instructions to apply. Applications and Resume and/or CV should be emailed to: help@amadorhealthcenter.org or can be mailed to Amador Health Center, 999 W. Amador Ave., Las Cruces, NM 88005, Attn: Pamela Angell