

Hospital Council of Northwest Ohio (HCNO)
Job Posting

Job Title: Administrative Assistant
Department: Administration
Immediate Supervisor: Operations and HR Director
Hours: 20-25 Hours
FLSA Status: Nonexempt, hourly, hybrid position, will work at HCNO office and remote

SUMMARY: To provide administrative assistance and office support to Operations, Compliance, IT, HR, and Accounting

POSITION QUALIFICATIONS:

- Previous experience working as an administrative assistant or secretary
- Exceptional organizational, verbal, and written skills required
- Must be detail-oriented, able to multi-task in a complex environment
- Must be able to work with minimal direction & preplan meeting requirements
- Ability to take minutes or transcribe meeting minutes for meetings
- Understanding of office operations & working in a team environment
- High proficiency in Microsoft office suite; Word, Excel, PowerPoint, Forms, and survey software
- Must be able to flourish in a fast-paced working environment, understand office operations
- Must be a self-starter, independent worker, and dependable
- An Associate's degree in Business or Health-Related field preferred

JOB DUTIES & RESPONSIBILITIES:

- Responsible for the infrastructure support for HCNO administrative office
- Independently performing all day-to-day administrative duties as assigned
- Handle sensitive and confidential information
- Independently carrying out the day-to-day administrative activities of projects as assigned, including working closely with HCNO operations on deliverables for projects
- Coordinating and scheduling meetings, minutes, and correspondence
- Answer phone calls, screen and direct to appropriate personnel
- Prepare and submit check requests to accounting
- Review all documentation for accuracy prior to presenting to operations
- Retain records of transactions, filing, and submission of all required reports and documentation as required
- Other duties as assigned.

If interested and qualified for this position email cover letter, and resume to Tina Hacker, HR Director at thacker@hcno.org

HCNO is an Equal Opportunity Employer. We encourage minorities, women, and qualified candidates with disabilities to apply.