



POSITION DESCRIPTION

Administrative Assistant II

REPORTS TO:	Administrative Assistant III or Program Manager
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite)
FLSA STATUS:	Non-Exempt (Full-Time)
SALARY RANGE:	\$35,000- 45,000 (\$16.83 – 21.63 Hourly)
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan

DESCRIPTION

Provides administrative support to AAIHB and its programs through a variety of clerical tasks related to organization, coordination, and communication. Performs tasks independently with minimal need for guidance and oversight. Works closely with administrative team to provide support and to ensure efficient operation of the organization.

DUTIES AND RESPONSIBILITIES

- Assist Administrative Assistant I in duties including but not limited to responding to calls and faxes, maintaining in/out board, and greeting visitors and clients. Provide answers to both routine and more complex questions.
- Performs a range of staff and/or operational support activities including accepting and processing deliveries ensuring security of valuables, maintaining supply inventory, and ensuring all supplies are stocked.
- Sorts, screens, reviews, and distributes incoming and outgoing mail; process all documents for signatures, circulate to ensure completion, and keeps an accurate log for tracking.
- Screen, prioritize, and respond appropriately to all communications (i.e., forwarding to others for reply, composing and signing correspondence or drafting for signature).
- Serve as a liaison with or provide additional support to other departments on basic administrative and/or operational matters.
- Maintain all common areas throughout the organization to ensure staff have effective communal workspaces and to give professional impression to visitors.
- Create, update, and process documents, and maintain files (e.g., memos, letters, business emails, spreadsheets, telephone lists, etc.). If appropriate, distribute updated documents to ensure effective office communication.
- May perform routine calculations and data processing for recurring internal reports.
- Assist in scheduling, coordination and execution of meetings, events, and travel.
- Provide support to meetings held in the Board Room including preparation of rooms, arranging catering, and coordinating travel at direction of Admin III or Program Manager.
- Leads and trains Admin Interns and Admin I staff at direction of Admin III or Program Manager.
- Assists with other administrative tasks at direction of Admin III or Program Manager.

KNOWLEDGE AND SKILLS REQUIRED

- Dependable, professional, and punctual.
- Proactive, organized, detail oriented.
- Strong customer service and technical communication skills with proficiency using MS Word, PowerPoint, and Excel. Able to create, compose and edit written materials.
- Knowledge of general accounting principles.
- Experience in data entry, word processing, compiling information, and creating reports.
- Able to work independently, analyze situations, solve problems, and make procedurally sound judgements.
- Ability to establish and maintain harmonious working relationships with employees, community members, board members and other persons making contract with AAHIB.
- Strong sense of teamwork and dedication to community.
- Knowledge and/or experience working with American Indian communities and cultures with respect and cultural sensitivity.

QUALIFICATIONS

- Associate degree preferred; or equivalent work experience and education.
- Minimum 1-year administrative experience.
- Dependability regarding attendance and punctuality.
- Commitment to be cross trained in other departments to meet program needs.
- Completion of background investigation is required as condition of employment.
- Complete HIPPA certification within 30 days.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Requires sedentary computer work most of the time, with some walking, moving, and bending to retrieve supplies and accomplish tasks.
- Occasionally involves light work; can require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Requires frequent direct contact with staff, clients, and visitors.
- Operate standard office equipment and multi-line telephone.
- Drive company-leased vehicle for company related business.
- Noise level is usually minimal.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION:

Send CV/Resume, list of three professional references, and cover letter that includes salary requirement to jstus@aaihb.org or regular mail to: Joy Stus, Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

This position will remain open until filled.