



POSITION DESCRIPTION

Administrative Assistant I

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:	\$30,000- 40,000 (\$14.42 – 19.23 Hourly)
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan

DESCRIPTION

Greets visitors or clients by phone or in person and performs basic administrative support tasks. Works closely with administrative team to provide support and to ensure efficient operation of the organization and its programs.

DUTIES AND RESPONSIBILITIES:

- Answers and responds appropriately to all incoming phone calls. Screens incoming calls prior to transfer and ensures messages are detailed, accurate and delivered in a timely manner.
- Greets visitors and clients and provides general information, answers routine questions, directs visitors appropriately.
- Maintains office security by following safety procedures and screening all visitors (take staff temperatures, monitor visitor sign in sheet).
- Ensures AAHIB office and program areas are kept clean, organized, and stocked with all necessary supplies.
- Maintains common spaces throughout the organization.
- Assists in meeting set up and travel coordination, when needed.
- Able cover reception desk and maintain in/out board when scheduled or when coverage is needed.
- Maintains staff calendars and reservations for the conference room for general reference.
- Responsible for writing basic business communications (emails, letters, etc.) and data entry.
- Processes and delivers internal and external mail daily. Monitors fax machine and distributes incoming faxes quickly and appropriately.
- Checks and signs for deliveries, before informing staff of the package arrival. Deliveries by post or courier will include valuable items (cash, passports). Follows procedures and ensures security of valuables.
- Coordinates leave with all support staff to ensure adequate front office coverage.
- Assists with other tasks under guidance of Administrative Assistants II, III and Program Manager.

KNOWLEDGE AND SKILLS REQUIRED:

- Dependable, professional, and punctual.
- Strong customer service and professional communication skills.

- Detail oriented and able to follow verbal and written instructions.
- Independently motivated and able to multitask.
- Mature judgment and professionalism in handling confidential matters.
- Ability to establish and maintain harmonious working relationships with employees, community members, board members and other persons making contract with AAIHB.
- Knowledge and/or experience working with American Indian communities and cultures.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- High School Diploma or GED preferred; no previous experience required.
- Completion of background investigation is required.
- Complete HIPPA certification within 30 days.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is normally performed in a typical interior/office work environment.
- Requires frequent direct contact with staff, clients, and visitors.
- Operate standard office equipment and multi-line telephone.
- Occasionally involves light work; can require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- 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 cover letter, CV/Resume, and a list of three professional references to recruiting@aaihb.org or regular mail to: Human Resources, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

This position will remain open until filled.