

STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

JOB DESCRIPTION

(EXECUTIVE ADMINISTRATIVE ASSISTANT)

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT
DEPARTMENT: ADMINISTRATION
CLASSIFICATION: EXEMPT
REPORT TO: ADMINISTRATOR

I. BASIC FUNCTIONS

Perform a variety of general administrative and technical support duties for the Administrator. Provide administrative support to the Assistant Administrator.

II. CHARACTERISTIC RESPONSIBILITIES

- Type correspondence, manuscripts, reports, and other material incorporating specialized medical terminology from handwritten copy, primary or semi-finished source material or transcribing machine.
- Compose routine correspondence concerning factual information on established policies and procedures or requiring knowledge of complex subject matter and discretion.
- Compile data and assist in the preparation of monthly and special reports.
- Coordinate annual policy and procedure review meetings. Maintain policy and procedure manuals.
- Coordinate meetings and schedule conferences, appointments, and use of facilities and services as required.
- Establish and maintain office filing system. Maintain files and records of confidential nature as well as on matters of departmental programs, policies and procedures.
- Maintain tickler systems and notifies appropriate person(s) of deadlines.
- Attend meetings and/or in-service education.
- Prepare, distribute and maintain minutes for meetings as requested.
- Greet and screen office visitors.
- Place, answer, screen, and direct telephone calls.
- Provide routine information and take messages as required.
- Perform other duties and assume responsibilities as requested by the Administrator and Assistant Administrator.

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III. WORKING CONDITIONS/PHYSICAL EXERTION

- Work in clean, well-lighted, heated and ventilated office.
- May work in various areas of facility when requested to do special projects.
- May be exposed to communicable and infectious diseases.

IV. DUTY HOURS

- Minimum of 40 hours per week, or whatever is required for efficient job performance.
- Is classified as exempt and not eligible for overtime pay under Fair Labor Standards Act.

V. MINIMUM ENTRY QUALIFICATION/EDUCATION

- Minimum of two years of college. Good oral and written communication skills required. Good command of the English language. Good writing skills required.
- Two years of administrative office experience, or secretarial training. Accurate typing speed of at least 60 wpm. Familiarity with general office and secretarial duties and procedures.
- Functional knowledge of Microsoft Office Suite package.
- Ability to operate relevant office machinery.
- Ability to treat information with confidentiality.
- Ability to cooperate with facility staff, residents and general public.
- Ability to deal with stressful situations with tact and diplomacy.
- Ability to work independently
- Neat personal appearance.

VI. SUPERVISION RECEIVED

- General supervision is received from the Administrator.

VII. SUPERVISION EXERCISED

- Supervises facility Clerk/Typist(s) and/or Volunteers.

VIII. PERSONAL INTERACTIONS

- Daily contacts are made with department heads, physicians, employees in other departments, and the general public to give and/or receive information, arrange appointments, and the like.

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- Occasionally contact may be with hospital administrators to take messages, schedule appointments, and the like.

I, _____, have read the above job description and fully understand the conditions set forth therein. I will perform the duties of EXECUTIVE ADMINISTRATIVE ASSISTANT to the best of my knowledge and ability. I have received a copy of this job description.

Date: _____ Signature: _____