

## Administrative Assistant

<b>Requisition ID:</b> 025494	<b>Internal Post Date:</b> 05/06/2010	<b>Internal Post Expiration:</b> 05/10/2010
<b>Work Location:</b> Legacy Highlands 054	<b>Entity:</b> 08	<b>Public Department Description:</b> CPMG Department of Education
<b>Grade:</b> S2	<b>Scheduled Hrs per Week:</b> 20	<b>Position Type:</b> Part-Time Regular
<b>Employee Group:</b> Salaried Employee	<b>ERAP:</b> N	<b>Shift:</b> Variable
<b>Work Days:</b> Mon – Fri	<b>Working Hours:</b> Variable	<b>Salary:</b> \$16.63 - \$21.22 Hourly

### Description:

Provides administrative & operational clerical support to department managers and/or staff. Responsibilities may include answering phones & relaying messages/information to both departmental staff & callers; scheduling/calendaring meetings & conferences; maintaining filing systems; ordering/stocking office supplies; opening/sorting mail. Types/proofreads/composes correspondence; creates graphs & presentations; researches issues as needed. Maintains & supports a culture of compliance, ethics & integrity. Responsible for ensuring ongoing compliance for assigned department. Maintains & supports a culture of compliance, ethics & integrity. Maintains knowledge of policies & procedures & performs in accordance w/the Principles of Responsibilities & applicable regulatory requirements, external laws & accreditation standards. Appropriately reports observed fraud or abuse.

### Essential Functions:

Provides moderately complex administrative support to multiple managers and/or department staff members to include the following: answers phones, takes messages, & greets KP visitors or outside vendors. Maintains calendars & schedules conference rooms. Drafts, edits, proofreads & prepares correspondence; creates reports, graphs, & presentations. Inputs data & maintains established databases; gathers & researches information. Exchanges information w/ functional employees, external vendors & representatives in support of ongoing business services. Provides additional moderately complex administrative support as needed to other staff members. Performs other duties as assigned. For Essential Responsibilities.

In addition to defined technical requirements, accountable for Drafts, edits, proofreads & prepares correspondence; creates reports, graphs, & presentations. Inputs data & maintains established databases; gathers & researches information. Exchanges information w/functional employees, external vendors & representatives in support of ongoing business services. Provides additional moderately complex administrative support as needed to other staff members. Performs other duties as assigned.

For Essential Responsibilities In addition to defined technical requirements, accountable for consistently demonstrating service behaviors & principles defined by the KP Service Quality Credo, the KP Mission as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, & behaviors necessary to provide superior & culturally sensitive service to each other, to our members, & to purchasers, contracted providers & vendors.

### Qualifications:

#### Basic Qualifications:

2 years of administrative support to a person or unit of an organization at an intermediate to senior level. HS graduation or equivalent, plus 2 years of related college course work. Equivalent education & experience may be considered. Typing test required. Must be at least 70% proficient at an intermediate level in Microsoft Word & Excel. Demonstrates proficiency in most of the following areas mainframe and/or personal computer applications, e.g., word processing, spreadsheets, etc), report generation, creation/maintenance of databases, & composition of broad scope correspondence. Demonstrated ability to plan, organize & prioritize work assignments. Effective verbal, written & interpersonal skills required. Demonstrated customer service skills, customer focus abilities & the ability to understand KP customer needs.

### Preferred Skills:

Proficiency in use of Learning Management System is a huge plus. Proficiency in creating, organizing and maintaining accreditation files preferred. Ability to work in various teams.

If interested, go to [www.jobs.kp.org](http://www.jobs.kp.org) and complete a profile, then also email your resume to [elaine.k.miller@kp.org](mailto:elaine.k.miller@kp.org).