

Position: Administrative Assistant

Position Summary

Under the direction of the Executive Assistant the CEO performs basic functions including but not limited to budget management activities administrative support and office clerical support as appropriate and directed by the Executive Assistant to the CEO.

Position Accountabilities

1. Prepares reports, records, and files as required or requested by the Executive.
2. Provides administrative support to the Executive which may include but is not limited to:
 - Coordination of meetings and all meeting logistics (scheduling participants, securing room, ordering food, etc.)
 - Recording meeting minutes
 - Making travel arrangements
 - Managing communications between the Executive and staff and various workgroups
 - Assisting with special events
 - Managing email lists and other forms of electronic communication
 - Managing Medical Assistants schedules
3. Management of Department related purchasing which may include:
 - Generating and tracking purchase requests and purchase orders including supplies, equipment, travel, continuing education, training, medical supplies as requested by nurses, etc. as appropriate to the Department and according to HMS purchasing policies and procedures
 - Ensuring required documentation is on file
 - Reconciling Department records with financial statements and detail
 - Assisting with credit card reconciliation and tracking etc.
4. Performs general office duties and errands which may include but are not limited to filing, typing, photocopying, correspondence, and answering phones.
5. Prepare State and Miscellaneous Contract invoices and other contracts as appropriate to the needs of the Department.
6. Track payment and follow up on all outstanding State and Miscellaneous contract invoices and other contracts as appropriate to the needs of the Department.
7. Prepare grant-related and other monthly reports as appropriate to the Department.

8. Prepares reports for timely submission as required by the Department.
9. Maintain staff scheduling as appropriate to the Department. Including call coverage as appropriate to the Department.
10. Support Executive in participation in Quality Improvement (QI) as appropriate and necessary to their needs.
11. Will adhere to established safety practices and standards.
12. Perform other related duties as assigned

Minimum Qualifications

- High school diploma or equivalent required.
- Minimum one-year experience in a similar position.
- Ability to maintain effective working relationships with all employees and department needs.
- Ability to communicate clearly and concisely orally and in writing.
- Must be self-initiative and adaptable with the ability to communicate with variety to staff members and the public.
- Must have an attention to detail.
- Must have good basic math skills.

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326