

**AGATE HEALTHCARE**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant

**POSITION SUMMARY:** Performs administrative and office support activities for the department manager and staff as directed.

**PRIMARY RESPONSIBILITIES & DUTIES**

1. Administrative Support
  - Provide administrative support to management and department staff including letter preparation, copying, faxing, mailings, etc.
  - Prepare agendas, minutes, organize meetings, manage calendars and prepare reports as assigned.
  - Coordinate with department staff regarding ordering of subscriptions, reference materials and equipment needed by the department.
  - Manage telephone calls and receives and directs visitors.
  - Makes travel arrangements.
  - Provide backup support as needed to other Administrative Assistants
  
2. Other Responsibilities
  - Ability to work independently and in a team environment
  - Ability to identify both internal and external customers and work towards meeting customer needs. Provide customer service in a timely, responsive courteous and accurate manner.
  - Represents Agate and it's subsidiaries in a professional manner to customers.
  - Maintains growth and development to meet job responsibilities.
  - Provide other duties as assigned.

**Reports To:** Agate's Senior Management or other assigned manager.

**JOB REQUIREMENTS**

**Education:**

Requires a high school diploma.

**Experience:**

- 2-4 years of administrative support or experience in a related field preferred.

**Skills:**

- Proficient in Word, Excel and Outlook
- Knowledge in Visio and PowerPoint
- Excellent communication and interpersonal skills
- Proficient business writing skills
- Excellent organizational skills