Administrative Assistant

Charles B. Wang Community Health Center is seeking to hire a full-time Administrative Assistant in Chinatown.

Department of OBGYN

Responsibilities:

- Provide support to the operations team in managing day-to-day activities
- Calendar management for Director of Operations, OB/GYN, and Unit Managers
- Prepare/produce documents such as memos, correspondence, statistical reports, presentations, and manuals as directed
- Coordination of meetings, preparation of materials, record minutes, conference room bookings, and conference call setup
- Provide telephone coverage, including responding to inquiries, properly routing calls, and taking detailed messages
- Liaise within the department, across the organization, and with external partners/associations
- General administrative support such as ordering supplies, scanning, filing, photocopying, faxing, processing and distributing mail, and data entry
- Special projects or other duties as assigned

Minimum Qualifications:

- Bachelor’s degree
- Minimum 2 years of administrative support experience
- Attention to detail, self-motivated and well-organized
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office
- Bilingual in English/Chinese preferred

**Benefits:**

The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:

- medical insurance

- employer-paid dental and life insurance

- retirement savings plan

- flexible spending accounts for transit, parking, health, and dependent care

- paid time off (28 days for the first year of employment), and

- tuition reimbursement for eligible employees