

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
JOB ANNOUNCEMENT

POSITION: Administrative Assistant

REPORTS TO: Albuquerque Area Southwest Tribal Epidemiology Center Director

FLSA STATUS: Non-Exempt (Full-Time)

LOCATION: Albuquerque Area Indian Health Board, Albuquerque, NM

SALARY RANGE: \$30,000 - \$35,000 per annum (DOE)

BENEFITS: Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

GENERAL DESCRIPTION:

The Administrative Assistant's primary responsibility is to provide support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive. We are looking for a multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors and partners to the organization by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace. To be successful as an Administrative Assistant, the candidate should be professional, polite, and attentive while also being accurate. The candidate should always be prepared and responsive, willing to meet each challenge directly. The Administrative Assistant must be comfortable with computers, general office tasks, and excel at both verbal and written communication. This position reports to the Director of the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) located at the Albuquerque Area Indian Health Board (AAIHB).

MAJOR DUTIES:

- Daily administrative duties to include: operate and troubleshoot office automated applications; copy, fax and distribute documentation and reports; disseminate information by telephone, mail services, email and websites; compose correspondence, develop spreadsheets; maintain databases; and meet and greet visitors and answer telephone calls.
- Providing real-time scheduling support by arranging meetings, booking appointments and making travel arrangements, such as booking flights, cars, and making hotel reservations.
- Screening phone calls and routing callers to the appropriate party.

- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Coordinate and attend AASTEC-sponsored meetings and events.
- Record and prepare meeting minutes.
- Prepare and track purchase request and professional service agreements.
- Keep AASTEC managers apprised on office matters that need an immediate response and follow up on actions to ensure a timely action or delivery.
- Maintains confidentiality with sensitive materials.
- Abide by the AAIHB policies, procedures.
- Performs other duties as assigned.

QUALIFICATIONS:

- Associate's Degree in related field.
- Prior administrative experience.
- Excellent computer skills (MS Word, Excel, Adobe Acrobat).
- Strong typing skills.
- Superb attention to detail.
- Willing and motivated to work independently.
- Thorough knowledge of Southwestern American Indian communities and culture.
- Sensitive to cross-cultural differences, and able to work effectively within this context.
- Ability to organize and manage multiple priorities.
- Demonstrated ability to develop and maintain effective working relationships.
- Desire to be proactive and create a positive experience for others.
- Strong telephone, customer service and interpersonal skills.
- Good oral and written communication skills.
- Mature judgment and professionalism.
- Ability to establish and maintain harmonious working relationships with employees, community members and other persons making contact with the Epidemiology Center.
- Superior dependability including excellent attendance and punctuality.
- Ability to operate a motor vehicle and possession of a valid State driver's license.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

Must be able to perform, but not limited to the following:

- Sedentary computer work for long periods of time.
- Occasionally involves light work; exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.
- Often requires walking or moving about to accomplish tasks.
- Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Bending to retrieve records and/or supplies.
- Drive company-leased vehicle for company related business.

- Noise level is usually minimal.

PREFERENCE:

American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, salary requirements and cover letter to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

For best consideration, please forward all application materials by February 15, 2020.