



## **Administrative Assistant – Provider Services Department**

### **Summary**

Supports the Provider Services Department offering effective customer service to providers. Assists staff with all administrative departmental duties. Ensures all administrative tasks are executed accurately and professionally.

### **Major responsibilities -**

- Exhibits polite and professional communication via phone, email, mail and in person with staff and providers at all times
- Prepare training materials – training certificates, demographic surveys, and door signs before workshops
- Provider outreach as needed
- Carries out administrative duties: answers phone calls, schedule meetings (Zoom, etc.), filling, copying, etc.
- Assist with data entry for various projects for the Provider Services Department
- Assist with all departmental Archive Project
- Support provider services staff by performing tasks in relation to any organizational departmental needs
- Participate in monthly menu reading for CACFP
- Departmental data entry such as CACFP and Legally Exempt enrollments and provider information.
- Assist Director of Provider Services with projects as needed

### **Job Requirements**

- Ability to work independently and follows directions
- Ability to handle multiple tasks
- Enter data accurately and efficiently in database
- High School Diploma required. Business program, some college preferred
- Compose well written emails
- Display very good customer service skills on phone and in person
- Strong computer skills including Excel, Databases, Outlook, Internet, etc.
- Experience working with multiethnic populations
- Bilingual/Spanish speaker preferred

**Reports to:** Director of Provider Services Department

**Classification:** Non-Exempt, Full-Time

**Salary Grade:** 2

**Disclaimer Clause:** Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.