

Administrative Assistant

Only open to candidates residing in California	Six-month Temporary	Position not eligible for sponsorship
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Provide daily administrative and clerical support to designated department.

Position overview

- Provide departmental organizational support which may include sorting & organizing documentation, maintain department files, update and maintain department binders, sorting and distributing mail, screen and direct incoming calls, and assorted filing.
- Maintain calendar for Manager/Director and handle travel arrangements as needed.
- Prepare letters, memos, reports, spreadsheets, purchase orders, supply orders and other documents.
- Maintain various departmental spreadsheets and databases as requested.
- Collect information and data; create and distribute reports as requested.
- Coordinate meetings including scheduling, arranging conference room and catering when requested.
- May be required to take minutes for departmental meetings.
- Maintain department supplies and office inventory.
- Assist with special projects as needed
- Cross train, as requested, to provide back-up to other departmental functions.
- Performs other duties as assigned.

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- High school diploma or GED equivalent required; Associates Degree a plus.
- Two (2) years of general clerical or office support work required.

Knowledge of:

- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint.
- Office practices and procedures.

Ability to:

- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Communicate effectively, both verbally and in writing.
- Adapt to changes in requirements/priorities for daily and specialized tasks
- Communicate effectively, verbally and in writing.
- Provide excellent customer service.
- Problem-solve to resolve day-to-day issues.
- Organize and maintain accurate records and files.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.

Salary

The starting salary range depends on the candidate's work experience. This position is not currently eligible for benefits.

To apply, submit a resume to careers@hpsm.org.

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