



## **POSITION TITLE: Administrative Assistant**

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### **JOB SUMMARY:**

The Administrative Assistant (AA) assists MHP Salud staff to complete administrative tasks required to successfully run organizational programs and services. The Administrative Assistant is a supportive role based in the Weslaco, Texas office. They are responsible for managing and distributing information among their co-workers, managing inventory, making phone calls, scheduling appointments, and doing other administrative work.

### **ESSENTIAL FUNCTIONS:**

This position will ensure all tasks are completed on time and within budgetary guidelines by providing a range of administrative duties.

- Manages program supplies, such as managing inventory, shipping, completing pre-authorizations and tracking supply purchases.
- Assists in the submission of organizational and/or funder reports.
- Contacts outside vendors to request information and/or documents, complete paperwork, follow up on invoices, and update contact information as needed.
- Assists with logistics of hiring, onboarding, and employee check-outs.
- Uses technology and assists staff as needed in program for optimal use of technology.
- Participates in assigned team meetings and takes minutes.
- Actively participates in, and successfully completes, training provided by MHP Salud and other agencies.
- Performs all functions and activities within the guidelines and philosophy set forth in MHP Salud's Strategic Plan, policies, mission, vision, and values.
- Ability to perform essential job functions consistent safely and successfully with ADA and other federal, state, and local standards, including meeting qualitative and quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with ADA and other federal, state, and local standards.
- Ability to comply with all personnel policies and procedures.

An essential function of all employees is to provide excellent customer service by being professional and respectful in all interactions each day. It is also expected that all employees are timely and responsive in their communication with others.

### NON-ESSENTIAL FUNCTIONS:

- Other duties as assigned

This list of functions is not intended to be exhaustive, but the job functions require the core competencies listed below. The organization reserves the right to revise this job description as needed to comply with actual job requirements.

### COMPETENCIES:

Competencies describe the skills, knowledge, and attributes necessary to perform the job and these competencies should be demonstrated by all CHWs across the organization.

- **ATTENTION TO DETAIL** – Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job. Accurately and carefully follows established procedures for completing work tasks.
- **TIME MANAGEMENT** – Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate. Effectively allocates own time to complete work; coordinates own and others' schedules to avoid conflicts.
- **JOB KNOWLEDGE** – Has solid knowledge of their department, and current position, as well as policies, processes, practices, and tools required to complete the work efficiently and effectively.
- **COMMUNICATION SKILLS** – Proactively communicates; informs others of what they need to know. Utilizes oral and written communication to enhance relationships across the organization. Clearly communicates ideas, information, proposals, instructions, issues, and questions using appropriate tone and language.
- **ACCOUNTABILITY** – Accepts responsibility for outcomes (positive or negative) of one's work; takes ownership for mistakes or missteps and refocuses efforts when necessary; holds self and others accountable for reaching short and long-term goals.

### COMPANY VALUES:

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** - Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people's unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

## **QUALIFICATIONS:**

### **REQUIRED:**

- High School Diploma/Equivalent
- Fluent in conversational English and Spanish.
- Experience utilizing equipment (such as phone, laptop, tablet) to complete required job functions.
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Reliable transportation, valid driver's license, and insurance required on vehicle used for work purposes (employee must be listed on insurance).

### **PREFERRED:**

- Reads and writes in Spanish and English.

## **SKILLS:**

### **REQUIRED:**

- Prolonged periods of sitting at a desk and working on a computer. May be required to stand for prolonged periods of time, climb stairs, and perform strenuous activity.
- Must be able to frequently lift and/or move up to 10 pounds.

### **PREFERRED:**

- Ability to occasionally lift and/or move up to 30 pounds.

## **SPECIAL CONDITIONS:**

- Thorough background screening upon hire including State, Local and Federal Law check, Employment Reference check, DMV check, and criminal records check.

**JOB CLASS:** Functional Support

**POSITION STATUS:** Non-Exempt

**SUPERVISED BY:** Program Director

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