

Family Health Team

Job Description: Family Health Team (FHT) Administrative Assistant

Last updated: January 2018

Duties and Responsibilities of the FHT Administrative Assistant

Job Summary:

The FHT Administrative Assistant is responsible for assisting the Executive Director and the overall activities associated with the set up and day-to-day operations of the FHT.

Duties

- Assist the Executive Director in both administrative and clerical tasks, making travel arrangements, and organizing daily calendars.
- Maintain a clear and logistical filing system for the FHT and Family Health Organization, (FHO) under the guidance of the Executive Director.
- Coordinate meetings, prepare meetings agendas, record and distribute minutes and follow-up on action items as required; assist with background information and general info.
- Manage purchasing by maintaining a list of suppliers, reviewing inventory of medical and office supplies and equipment, submitting orders on a regular basis and tracking all orders to ensure they are received in full.
- Prepare internal and external communications, including maintaining the clinic website and preparing signage, letters, documents and reports as needed; ensure that visual identity guidelines are met in all communications.
- Serve as liaison between clinic and external agencies in the absence of the Executive Director.
- Other tasks as assigned by the FHT Executive Director and the FHT Administrator.

Skills

- Excellent organization, evaluation, time management, communication and interpersonal skills.
- Knowledge of various organizational policies, procedures and systems.
- Knowledge of office management techniques and practices.
- Knowledge of clinical management software programs.
- Proficiency in the use of office productivity packages and email software.
- Ability to take initiative.
- Ability to identify problems and recommend solutions.
- Ability to establish priorities and coordinate work activities.

Physical and Mental Demands

- The position requires minimal physical effort and the workday comprises roughly of equal amounts of standing and sitting.
- The FHT Administrative Assistant will have competing priorities and must be able to prioritize and balance many tasks and responsibilities.

Qualifications/Experience

- Post-secondary degree.
- Direct experience in preparing presentations using PowerPoint, designing educational material/brochures, maintaining websites, and implementing communication plans for an organization.
- Direct experience assisting senior management, including planning and minuting meetings, organizing travel, and preparing written reports.
- Demonstrated ability to use Microsoft Office programs.
- Typing speed of at least 40 wpm.
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Reports to

- The FHT Administrative Assistant reports directly to the Executive Director.