

Administrative Assistant

Job Description

Neighborhood Health Centers of the Lehigh Valley is currently seeking a motivated, detail and customer service oriented Administrative Assistant. This Administrative Assistant will perform a variety of highly responsible complex and advanced secretarial and clerical work requiring specific knowledge. Duties will vary and need to be carried out with a high degree of confidentiality, discretion, and independent judgment. Considerable knowledge of policies and procedures are required at this level. This candidate needs to be flexible in schedule and in tasks assigned. Candidate needs to be very comfortable and competent in note taking, a great communicator and needs to be a true team player. This position will be responsible for many projects for the agency as well as the board and will act as the staff board secretary.

- Graduation from high school or equivalent, with supplemental related college coursework preferred.
- Experience in project management helpful.
- Three years of progressively responsible office assistance, excellent record keeping and secretarial work required.
- Some ability to understand bookkeeping and accounting terminology and billing practices.
- Strong business acumen.
- Experience with general office procedures.
- Excellent customer service and attention to detail a must.
- Demonstrated initiative and the ability to work effectively within time constraints.
- Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
- Current driver's license and reliable vehicle is required to be able to go to sites as needed.

Job Type: Full-time

SEND RESUME AND COVER LETTER TO: info@nhclv.com
