



Administrative Assistant *Job Description*

Job Classification:	Non-Exempt
Job Level:	Support
Risk Designation:	Moderate
Access to PHI or ePHI:	Potential
Work Schedule:	Mutually determined
Reporting Relationship:	President & CEO

Primary Accountabilities:

This position provides administrative support to the External Quality Review Team, the Vice President, and the President & CEO. Collects, reviews, and analyzes data, prepares, and formats reports, charts, budgets, and other presentation materials utilizing word processing, spreadsheet, or specialized software. Prepares and distributes reports or other communications on a regular schedule. Maintains files, databases, and archives of relevant records. Screens calls and responds to or routes routine inquiries from external or internal sources with appropriate correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities as directed.

Major Duties:

- Transcribe dictation and/or handwritten documents, finalize, copy, and distribute.
- Assist with development, revisions, finalization, and distribution of organizational and team documents, procedures, and manuals, as requested.
- Develop and distribute agendas/minutes for assigned meetings, including Board of Trustees and Committee meetings.
- Serve as the primary point of contact for Board of Trustee members.
- Coordinate meetings as directed.
- If required, maintain pending and original staff correspondence files.
- Contribute to the achievement of organizational, customer, team, and resource-group goals by demonstrating awareness of and commitment to KFMC values.
- Service in/out baskets as requested.
- Make travel arrangements and file travel reimbursement paperwork for KFMC staff, as requested.
- Provide assistance in completing priority and/or special projects.
- Assist other project support and coordination personnel with work overloads.
- Coordinate and facilitate the President and CEO's calendar, including scheduling appointments, meetings, and conference attendance.
- Establish and maintain accurate and current meeting files.
- Prepare documents and correspondence from the President & CEO from transcription or hardcopy, research information as requested, and assimilate supporting documents. Review, proofread and edit documents and correspondence and prepare for CEO signature.
- Maintain professionalism in dealing with high-level business and healthcare leaders, state, and federal officials.
- Other duties as assigned.



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Qualifications:

- High school or vocational school graduate with emphasis on basic spelling and grammar, word processing, transcription, and Business English is required.
- Three (3) years' office/professional experience is required.
- Proficiency in Microsoft Teams, Word, Excel, and Adobe Pro.
- Training on PC or similar word processing equipment is required with a typing speed of 65-70 wpm.

Knowledge, Skills, and Abilities:

- Must have knowledge of business grammar, spelling, proofreading, and editing.
- Ability to organize and maintain files, calendars, and schedules.
- Ability to prioritize, make decisions, and assume initiative as necessary.
- Ability to establish and maintain effective communication to ensure effective internal and external communications.
- Ability to maintain the confidentiality of information in which this position may have access to.
- Support in some areas requires outside contact with travel agencies and hotel sales/catering managers.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail.
- Ability to unpack and move supplies up to 25 lbs.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with internal and external customers

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Market Job Type	Market	CompAnalyst Job	%
Administrative	Kansas City, MO/ Non-Profit/ Revenue \$5M-\$10M	Administrative Assistant II (OF13000002)	100

Employee Signature

Date

Supervisor Signature

Date