

# Administrative Assistant - Quality

Mount Laurel, NJ, US

Worker Category : **Full Time**

Requisition ID **1342**

## Job Title

Administrative Assistant - Quality

## FLSA Status

Non-exempt

## Job Summary

This position performs a wide range of administrative responsibilities and clerical support activities related to quality control, quality assurance, and special projects as needed. This position has access to and regularly works with information of the most sensitive, highly confidential, strategic, and critical nature. The individual must be professional, have a strong work ethic, high level of confidentiality, be highly organized and can work autonomously as well as in a team.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintains established files and record keeping systems
- Ensures data integrity of the information in our database
- Composes and types correspondence, memos, purchase orders, confidential materials, etc.
- Coordinates meetings, facility visitations, conference calls, and other events
- Compiles monthly expense reports
- Organizes and implements administrative systems and procedures to promote organization and increased efficiency
- Maintains and manages calendars
- Communicates in person and through correspondence with high level contacts inside and outside the company such as vendors, customers, and senior leadership
- Provides a high level of customer service and assistance to clients and fellow co-workers
- Provides support to the team on various projects

## Required Education and Experience

- Previous administrative assistant experience preferred
- Exceptional knowledge of Excel, Word, PowerPoint, Word and Outlook
- Excellent organization skills, strong attention to detail and the ability to multi-task
- Ability to communicate effectively with others (written and oral)
- Excellent time management skills
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization

**Competencies**

- Communication Skills
- Detail Oriented
- Organizational Skills
- Technical Capacity

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates primarily in an office environment. This position requires the use of standard office equipment, and frequent standing and walking.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May sit, stand, stoop, bend and walk intermittently during the day
- May sit or stand eight (8) to ten (10) hours per day
- Finger dexterity to operate office equipment required
- May need to lift up to fifty (50) pounds on occasion

**Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**AAP/EEO Statement**

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