

Primary Care Health Services, Inc.  
Job Description

POSITION: Secretary

REPORTS TO: Director of Operations

SUPERVISES: not applicable

QUALIFICATIONS:

- Graduation from an accredited business school or at least 2 years experience, Bachelors degree in related field preferred
- Excellent written and verbal skills required

PHYSICAL DEMANDS:

1. Requires full range of body motion including handling and lifting patients, manual and
2. finger dexterity, and hand-eye coordination
3. Requires standing and walking for extensive periods of time
4. Occasionally lifts and carries items weighing up to fifty (50) pounds
5. Requires corrected vision, hearing, and speech to normal range
6. Requires working under stressful conditions and/or working irregular hours

RESPONSIBILITIES:

Provides administrative support to the Director of Operations. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction. The Secretary is responsible for administrative support to management, receiving and handling information, and organizing administrative duties including but not limited to:

1. Prepare correspondence, reports, and materials for publications and presentations.
2. Setup Director's travel arrangements.
3. Setup accommodation and entertainment arrangements for company visitors.
4. Maintain Director's calendar.
5. Prepare and maintain Director's expense report.
6. Setup and coordinate meetings and conferences.
7. Create, transcribe, and distribute meeting agendas and minutes.
8. Answer telephones and handle in appropriate manner.
9. Meet and greet clients and visitors.
10. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
11. Maintain hard copy and electronic filing system.
12. Sign for UPS/Fed Ex/Airborne packages.
13. Research, price, and purchase office furniture and supplies.
14. Coordinate project-based work.

All other duties as assigned.