




Position Description

Job Title:	Records Management & Administrative Assistant	Division:	Executive
Reports To:	Executive Associate	Department:	Administration
Work Schedule:	Part-Time	FLSA Status:	Nonexempt
Approved by:		Date:	June 20, 2011

Position Summary: The Records Management & Administrative Assistant organizes and manages the hardcopy documents for the Executive Division of LifeCenter Northwest by creating, deleting, retrieving and replacing files. This position reports to and provides administrative support for the Executive Associate and staff as designated by the Executive Associate. It is a visible position and makes some independent decisions within the scope of responsibility; it has some company-wide formal and informal influence. As a result, the Records Management & Administrative Assistant must demonstrate quality outcomes and be above censure (i.e., reliable, sincere, discrete, prudent, and honest).

General Responsibilities: Job responsibilities are stated in broad terms and are not intended to be inclusive.

- Files new documents into Centralized Records System.
- Fulfills requests from staff for records retrieval and replacement.
- Maintains Master File List spreadsheet.
- Creates and cross-references file folders.
- Makes recommendations regarding the needs of the Centralized Records System.
- Performs data entry for iTransplant.
- Provides relief and emergency backup for the receptionist and, as such, receives and screens visitors and telephone calls.

Other Responsibilities: The Records Management & Administrative Assistant will perform other duties as required by the needs of the company and the Associate Executive.

Supervision: This position has no supervisory responsibilities.

Requirements and Qualifications:

- **Educational Requirements:**

- High school diploma or GED.
- Associate degree from a two-year college in a relevant field of study is strongly preferred.
- Relevant work experience can be substituted for educational preferences.

- **Knowledge, Skills and Abilities:**

- Minimum of one year filing and electronic records management is preferred.
- Minimum of one year administrative support experience is preferred.

- Multi-tasking, i.e., ability to function and complete work with competing priorities and expectations, good problem-solving skills.
- Personal and interpersonal skills, i.e., clear speaking, diplomatic, considerate, sensitive, and collaborative. Ability to work with and communicate with persons under stressful circumstances.
- Excellent written and verbal skills, including the ability to prepare documents and reports related to this position.
- Strong attention to detail (i.e., meticulous) and good follow through, ensuring accuracy.
- Ability to work successfully as a team member and independently.
- Advanced knowledge of personal computers and MS Excel, at least intermediate skills in MS Outlook and MS Word, and at least familiarity with MS Access, MS Project, MS Visio, MS PowerPoint as well as other comparable software programs.
- Analytical and assessment skills with the ability to create solutions to problems.
- Ability to operate specialized equipment, i.e., postage machine.

- **Key Requirements:**

- Position functions while sitting and standing, use of keyboard, telephone and specialized office equipment.
- This position requires the manual dexterity sufficient to effectively operate phones, computers, and other office equipment.
- The individual must have the ability to speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the phone.
- Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus.
- Generally, working conditions do not require exposure to hazardous materials nor extremes in health and safety hazards. Work is normally performed in an office setting.
- Requires the ability to arrive and depart from work and work-related functions at expected times.
- Travel is not essential to this position.
- Physical requirements include lifting a maximum of 35 pounds with or without assistance.