Executive Assistant
St. Mary's Legacy Clinic Knoxville, TN, USA

Compensation
$15.50 Hourly

Benefits Offered
401K, Dental, Life, Medical, Vision

Employment Type
Full-Time

Why Work Here? “You can have it all! Family first work environment, great benefits, with room for growth, and make a difference in the lives of others!”

Purpose of the position:
Make a difference in the lives of underserved and uninsured of East Tennessee. Executive Assistant to the Executive Director and provides administrative support to medical clinic.

Specific duties and responsibilities:

· Supports the Executive Director of SMLC. Provides administrative support to the Executive Director such as scheduling appointments, preparing correspondence, creating reports, etc.

· Provides general office assistance, to include but not limited to answering phones and e-mails, scheduling patient appointments, generating correspondence, tracking donations, and preparing public relations materials.

· Orders office supplies as directed, maintains records of all purchases, reconciles credit card accounts and communicates with the financial officer as needed.

· Maintains database of volunteers and donors.

· Supports development activities of the Clinic. Helps design and implement newsletters.

· Maintains strict confidentiality.

· Assists with other duties as assigned.

Required Qualifications:

· Minimum 2 years administrative experience

· Excellent computer skills and familiarity with Microsoft Office programs.

· Must be able to take initiative within boundaries of responsibility and work independently.

· Demonstrated written and oral communication skills.
• Good interpersonal skills.
• For more information, visit our website: www.SMLCares.com

Preferred Qualifications:
• Bachelor’s degree or equivalent work experience
• Bilingual/Spanish

Benefits:
• 403(b)
• 403(b) matching up to 3%
• Dental insurance
• Health insurance
• Health savings account
• Life insurance
• Paid time off
• Retirement plan
• Vision insurance