



# Bond Community Health Center, Inc.

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## **ADMINISTRATIVE ASSISTANT – Special Projects**

Candidate must possess five or more years progressive, responsible administrative assistant experience for an executive level position or corporate office environment. Grant writing, proposal preparation, board minutes, exceptional organizational skills to support BCHC certification and/or re-certification efforts. Provider insurance credentialing experience a plus.

### **Skills and Experience:**

- Five to seven years of progressively more responsible administrative/secretarial experience, with experience in an executive level position or corporate office environment, preferred.
- Must have solid communication and interpersonal skills with the demonstrated ability to work with staff at all levels.
- Must have proven organizational and problem resolution skills as well as the ability to prioritize your own work as well as the work of others with minimal direction.
- Demonstrated leadership and teamwork skills required.
- Must have proven ability to work independently and make decisions in a fast-paced environment.
- Experience exercising tact and diplomacy in all interactions required.
- Solid experience and proficiency with MS Outlook (email and calendar management), Word, PowerPoint and Excel in order to prepare high quality reports, presentations, or other documents required. Experience with heavy calendar management required.
- Must have proven knowledge of English grammar and composition.

### **Education:**

- Associate degree or 2 years' experience of related administrative support experience supporting a high level executive.