

**JOB OPENING:****ADMINISTRATIVE ASSISTANT – EXECUTIVE DEPARTMENT**

Under general supervision, performs a variety of administrative and general office assistance duties to support activities of the Chief Operating Officer (COO). Employee is responsible for preparing correspondence, records, reports, etc.; performing various other administrative work and special administrative projects; compiling and maintaining a variety of statistical data and preparing visual presentations; providing administrative support in meetings; scheduling meetings, making travel arrangements and maintaining general files for records and correspondence. Employee is also responsible for responding to incoming calls and visitors, and routing them to the proper person or department; and for processing department mail. Employee must exercise independent judgment and initiative in completing assignments. Employee must exercise courtesy in dealing with outside agencies and the general public. Reports to the Chief Operating Officer. (This is a non-exempt under FLSA).

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by course work in administrative and office technology and four to six years of administrative/clerical or office experience. Competent use of Microsoft Office Suites is required. Typing requirement: 60 wpm. Experience in preparing legal documents/contracts and/or experience in providing support at a high level such as providing administrative support to an organization's executive staff member is a plus. Notary Public Certification is a plus. Bi-lingual abilities are a plus; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Closing Date:** Open until filled

**Complete application on-line at [www.gha-nc.org](http://www.gha-nc.org) and submit resume to Human Resources, [shunt@gha-nc.org](mailto:shunt@gha-nc.org)**

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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