



Non-Exempt
August 1, 2009

JOB ANNOUNCEMENT

- Position:** Administrative Assistant
- Reports to:** Chief Medical Officer
- Salary Range:** Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)
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Position Purpose:

This position provides general support to the JWCH Institute, Inc. Chief Medical Officer.

Principal Responsibilities:

1. Accepts and routes incoming calls in a manner that reflects on the agency in a positive way. Takes accurate messages and relays important general information to inquiries.
2. Maintains the business calendar of the Chief Medical Officer.
3. Accepts, reviews and files weekly census reports.
4. Communicates effectively with staff, contract agencies and the general public.
5. Prepares meeting schedules, notices and polls for meetings as appropriate.
6. Prepares correspondence, reports and other documents.
7. Delivers and picks up documents from funding sources and other JWCH Institute, Inc. sites.
8. Maintains the security of confidential documents.
9. Performs other clerical and administrative tasks as assigned.

Requirements:

1. Experience handling confidential documents.
2. Working knowledge of Microsoft Word and Excel.
3. Current California Driver License.
4. Ability to travel to multiple work sites.
5. Two years experience in a general office environment.
6. Ability to communicate clearly.

To apply, please fax or email resume or list of qualifications including the job code number to:

**JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 280
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org**

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).