



Administrative Assistant

Knox Public Health has a full-time Administrative Assistant position open in our Community Health Center division. Under the direction of the Community Health Center Chief Executive Officer (CEO), the responsibilities of this executive level administrative position includes, but may not be limited to: Supporting the CEO by coordinating the Community Health Center Co-Applicant board meetings, including, preparing meeting documents, minutes, communicate accordingly and appropriately with Board members, schedule meetings, appointments and other calendar events, as requested; management of Health Center policies and procedures to maintain compliance; manage health center contracts; assist with 340B account management; assisting with the Health Center HRSA On-Site Visit (OSV); and other administrative duties as requested.

Requirements for this administrative support position are: excellent communication, computer, organizational and customer service skills; Minimum eight (8) years' experience in administrative secretarial work or administrative program coordination preferred. Previous experience serving in an administrative support role to organization administrator(s) for at least four (4) years and/or experience coordinating legal/fiscal aspects of administrative programs such as human resources, finance, etc. a plus. Minimum of an associate degree; bachelor degree preferred.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Multiple office locations within Knox County associated with this position. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com. Position open until filled.

Knox Public Health is an Equal Opportunity Employer Provider.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com