



Opening Date: 09/25/2017
Closing Date: When Filled

Administrative Coordinator

SUPERVISOR: Chief Financial Officer
FLSA STATUS: Non-Exempt

JOB TYPE: Full-Time

SUMMARY JOB DESCRIPTION:

The Administrative Coordinator is responsible for providing administrative support to the Executive Director/CEO, Chief Financial Officer (CFO), and the leadership team with special projects. The position is also responsible for ordering office and operations supplies, the collection and distribution of postal mail, and ensuring that operational information is a focal point. Support with basic financial duties is also expected. Other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

OFFICE TASKS

1. Coordinate internal operations of the Hospice office.
2. Open, screen, and distribute mail.
3. Process daily deposits/donations.
4. Answer agency telephone line in a professional and courteous manner and triages calls appropriately.
5. Order supplies and work with departmental managers, the Executive Director/CEO, and the Chief Financial Officer to monitor supply budgets.
6. Maintain supply of printed materials and mailing supplies.
7. Ensure that all equipment i.e. printers, postage machine etc., are fully stocked and functioning properly.
8. Oversee and facilitate monthly bereavement mailing to bereavement clients.
9. Assist with events, which could include mailings, event setup, tracking RSVP's, printing materials/programs etc.
10. Coordinate the setup of staff meetings with Human Resources and order/pick-up food and supplies.

CORE COMPETENCIES

1. *See competencies attached.*

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge in the use of modern technologies; i.e. computers, tablets, cellular telephones, etc.
2. Knowledge of Microsoft Office Suite.
3. Knowledge of EMR software systems; specifically Suncoast.
4. Knowledgeable in accounting practices.
5. Skilled in the written word and effectively communicating to multiple levels of individuals.
6. Skilled in problem-solving.
7. Skilled in mathematics and financial data.
8. Skilled in data entry.
9. Ability to express ideas and convey information effectively, both orally and in writing.
10. Ability to be detail-oriented, well organized, and a reliable team player.
11. Ability to work as a member of a team and effectively with all levels of staff.
12. Ability to work independently.



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MINIMUM QUALIFICATIONS

1. High School Diploma, GED, or equivalent.
2. At least 2 years of experience in an administrative role.
3. Must be well organization and detail oriented.
4. Excellent written and verbal communication skills.
5. Excellent interpersonal skills.
6. Intermediate Computer Skills.
7. Valid Driver's License, Current Auto Insurance, and Dependable Transportation.
8. Lives within 35 miles of job site (located in Prince Frederick, MD).

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Healthcare, Accounting, Business Administration, or equivalent, is preferred.
1. Hospice experience is preferred.

To Apply:

Please visit our website at www.calverthospice.org and complete the application.

Submit completed application, cover letter, resume, salary requirements, and the names of three references (at least two professional) by one of the following methods:

E-mail:

humanresources@calverthospice.org

Fax:

410-535-5677

Attn: Human Resources

Postal Mail:

Human Resources

Calvert Hospice

P. O. Box 838

Prince Frederick, MD 20678

We seek applicants who share our passion, who have excellent communication and technical skills with a desire to work as a team. If you have a passion for hospice we would love to hear from you.

Calvert Hospice requires drug screenings, background checks, and reference checks for all positions.

Calvert Hospice is an Equal Opportunity Employer

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation