

ELEMENT CARE JOB PROFILE

TITLE: Department Specialist I

JOB CODE:

JOB FUNCTION:

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under direct supervision, performs a variety of administrative duties such as typing, maintaining calendars, compiling routine reports, and filing. Receives general direction and follows standard procedures and written instructions to complete assigned tasks.

ESSENTIAL RESPONSIBILITIES:

- Uses a variety of software packages to prepare routine correspondence. Proofreads and checks materials for spelling, grammar, layout, and punctuation, making changes as appropriate. This may include assignments of a confidential nature.
- Maintains established databases. Compiles routine information for inclusion in reports. May create simple spreadsheets and graphs using department data.
- Processes forms, makes copies, scans documents, prepares faxes, and orders office supplies as requested.
- Establishes and maintains files and records.
- May provide back-up support for other areas.
- Sorts and distributes incoming mail; may prepare outgoing mail.
- May maintain calendars, arrange appointments, meetings, and tracking of documentation.
- Performs other duties as required.

JOB SPECIFICATIONS:

- High school degree or equivalent.
- Previous (1-2 years) administrative or related experience required.
- Prior healthcare experience or knowledge preferred.
- Strong written and verbal communication skills.
- Ability to use standard corporate software packages.
- Ability to multi-task and work under tight deadlines.
- Proficiency in typing.