

## Job Description



**Position Title:** Administrative Assistant

**Status:** Part-Time/Full-Time in the Office

**Company:** Sarsis Health & Tech Solutions

**Reports to:** Program Manager & Chief Health Promotions Officer

**Date Posted:** 11/14/2023

### **Position Summary**

The Sarsis Administrative Assistant is responsible for duties that include phone calls, daily management of scheduled meetings and calendars, email management, preparation of administrative reports and documents, and any additional office support for Sarsis programs and projects. Must interact with employees, clients, and community members at all levels in a personal and professional manner.

### **Education**

- Open to Health Science, Healthcare Administration, Communications, or Psychology Majors.

### **Experience**

- At least one year experience of administrative work

### **Essential Functions**

- Effective communication and customer service skills
- Proficient in using technology and its applications
- Proficient writing skills for reports, posts, and documents
- Experience in outbound/inbound calls
- Effective organizational skills to maintain accurate calendars, databases and files
- Bilingual in Spanish and/or Tagalog preferred
- Competence in Google Suite, Microsoft Word, Excel, Powerpoint

### **Requirements**

- Must have reliable transportation
- Must be able to do a background check

### **Compensation**

- \$19/hour
- Paid Holidays

**If interested in the position, please email resume and cover letter to both:**

- Bianca Cervantes [bcervantes@sarsis.com](mailto:bcervantes@sarsis.com)
- Hilda Huambachano [hhuambachano@sarsis.com](mailto:hhuambachano@sarsis.com)

For more information about Sarsis please visit our website

<https://sarsis.com>

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