

January 15, 2019

Job Title: **Administrative Coordinator**

Job Location: **El Segundo, CA 90245**

ADMINISTRATIVE COORDINATOR

One of the leading and fastest growing medical management companies in Southern California is in search of an **Administrative Coordinator** to efficiently deliver distinctive administrative support to the Administration Department. The **Administrative Coordinator** is expected to provide superior support with high attention to detail and accuracy while contributing to a positive, professional team environment.

The **Administrative Coordinator** should be highly organized, able to multi-task, work well with different individuals, possess excellent communication skills, both written and verbal, and be able to see a project or task from inception to completion. The **Administrative Coordinator** will work directly with the Chief Administrative Officer to perform general clerical duties to include but not limited to typing, photocopying, faxing, mailing and filing, maintaining hard copy and electronic filing systems, setting-up and coordinating meetings and conferences, answering telephones, giving progress reports, handling confidential information, and coordinating various operational and business tasks.

This is an opportunity to work in a health care dedicated, quasi-legal environment with a team that values hard work, reliability and dedication. The work schedule is Mon-Fri from 9:00 am to 6:00 pm. Overtime may be required.

The company is a rapidly growing organization that offers a fun and energetic place to work located in El Segundo. This position has the potential for individual growth within the organization, involvement in executive-level projects as well as a very competitive and commensurate compensation package plus bonus and health benefits. This is a full time, long term position with open-ended possibilities!

KEY RESPONSIBILITIES:

1. Provide administrative support to the Chief Administrative Officer
2. Typing and proofing documents
3. Perform clerical duties to include but not limited to: photocopying, faxing, mailing and filing
4. Maintain hard copy and electronic filing system
5. Prepare monthly reports
6. Set up and coordinate meetings and conferences
7. Support staff in assigned project-based work
8. Answer telephones and transfer to appropriate staff member
9. Back-up, Front Desk Coordinator

QUALIFICATIONS/SKILLS:

1. Must have at least a high school diploma or equivalent; college degree is a plus
2. 2+ years of experience providing administrative support
3. Proficient with Microsoft Word, Excel, Outlook and PowerPoint skills
4. Excellent verbal and written command of the English language
5. High-level organizational and interpersonal skills
6. Ability to multi-task, prioritize and follow through on projects and tasks
7. Strong work ethic, initiative, self-motivation and ability to handle confidential information
8. Strong customer service focus and flexibility to handle changing demands
9. Able to work well and keep calm under pressure