

Miracles In Sight

General Administration Assistant

Job Description

Miracles In Sight seeks a full time administrative assistant to support the Administration and Facilities Manager and other members of management, as needed. The administrative assistant is responsible for day-to-day administrative tasks, which include but is not limited to greeting visitors, collecting and distributing mail, working with vendors, answering the general phone and maintaining supplies.

Essential Duties and Responsibilities

- Answer phones and greet visitors
- Be a liaison with vendors to ensure smooth installation and maintenance of all non-clinical equipment including heating and air, security, phones, faxes, and printers
- Be a liaison with the property manager, chosen cleaning vendor, and other repair personnel to ensure property and facilities are cleaned and maintained
- Organize and maintain server room and supply areas
- Prepare reports as directed using excel and Eyeris.
- Monitor data in Eyeris for accuracy
- AP entry and vendor management
- Order and stock supplies, including kitchen and break room supplies
- Pick up, distribute and send mail
- Keep track of vehicle maintenance
- Handle catering for meetings/events
- Invoice approvals and filing
- Collect signatures for and mail checks
- Track inventory levels and pricing monthly
- Manage EMR access
- Document minutes/notes for important meetings
- Handle registration for industry meetings
- Schedule flights, hotels and rentals for company travel

Job Qualifications: Knowledge, Skill, Ability

- Ability to interact with co-workers within and outside of the department as well as outside agencies
- Possess advanced computer skills with a focus on excel
- Must read and write English
- Appropriate dexterity to use office machines
- Ability to cope with issues pertaining to death is essential

- Ability to maintain a valid driver's license
- Be a self-starter and perform work independently
- Time management skills and ability to organize work day or work week to meet external deadlines
- Planning-Goal setting, priority setting
- Ability to maintain focus
- Ability to handle multi-projects and follow up with multiple vendors

Benefits

- Medical
- Dental
- Vision
- HSA
- Retirement
- Life and AD&D

As one of the leading eye banks in the U.S., Miracles In Sight offers a positive, dynamic culture with opportunity for growth and advancement. For more information on Miracles In Sight go to www.miraclesinsight.org. If you feel you meet the minimum requirements for this position, please submit your application and resume to kgreen@miraclesinsight.org.