



**Administrative Assistant**

**FLSA:** Non-Exempt  
**Supervises:** N/A

**Reports to:** Manager  
**Created/Revised:** January 2018

**Core Values:**

<b><u>Philosophy</u></b> Always act with compassion and integrity – Red Carpet Treatment	<b><u>Integrity</u></b> Open and honest, can be trusted and accountable	<b><u>Innovation</u></b> Generate new ideas, think out of the box, embrace new ideas	<b><u>Compassion</u></b> Passion for what you do, caring and respectful.	<b><u>Commitment</u></b> Loyal, dedicated, committed to setting and attaining goals	<b><u>Expertise</u></b> Experienced, knowledgeable about our industry
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**Job Summary:**

This position is responsible for assisting the Manager in the day-to-day operations of the Community. Must work closely with the Manager as a strong team player.

**Essential Functions:**

The following essential functions are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Assist with new-hire paperwork, orientation, and training.
- Prepare monthly resident invoices, send to Manager for approval, deliver or mail to resident/designated responsible party.
- Assist with collection of monthly rents by the 5<sup>th</sup> of each month, follow up on all unpaid rents.
- Must obtain and maintain a chauffeur’s license within 30 days of hire.
- Prepare payroll for Manager’s approval.
- Prepare accounts payable for manager approval and post for payment.
- Assist with the training of each new employee on Relias and setting up new employee packets.
- Welcome and guide visitors.
- Assist with monthly newsletter and send out to residents and families.
- Prompt and courteous response in answering incoming telephone calls and route messages.
- Comply with all assisted living regulations and community policies and procedures.
- Familiarize self with all positions in the Community.
- Use personal protective equipment, when appropriate.
- Be sure the phone is answered in times of your absence.
- Compliance with budget.
- Complete Blueprint Form for inquiries and provide tours, as needed.
- Assist in orientation and move-in of new residents.
- Attend bi-weekly in-services and meetings and mandatory meetings.
- Sort and distribute mail.
- Respond to smoke and fire alarm systems.
- Be a part of the safety team.
- Attend all mandatory meetings.
- Be a team player and perform various other duties, as requested by the Manager.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.
- Complete and route maintenance work orders as needed.
- Fill in, and assist with dining services when needed.

### **Desired Skills and Experience:**

- Outstanding interpersonal and communication skills
- Proven organizational skills
- Listening skills
- Positive image
- Decision making and goal setting abilities
- Commitment to the elderly and their well-being
- Supervision and problem-solving skills
- Able to be a strong member of a solid team

### **Required Education and Experience:**

- Associate's degree (A. A.) in Office Administration or equivalent from two-year college or technical school; and/or one to three years related experience and/or training; or equivalent combination of education and experience.

### **Qualifications:**

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The Team Member is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The Team Member is occasionally required to stand and walk. The Team Member must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

#### Language Ability:

- Ability to communicate effectively in writing and orally, speaking the primary language of the residents.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

#### Mathematical Skills:

- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### Cognitive Demands:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### Computer Skills:

- Ability to use Microsoft Windows, including Outlook, Word and Excel.
- Ability to use the Internet.
- Comfort with technology.

### **Environmental Adaptability:**

- Works primarily indoor in a climate controlled setting
- Possible exposure to wet or humid conditions, extreme cold or extreme heat (non-weather)
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to clients and/or family members who may be under stress

**CANCELLATION OF PREVIOUS AGREEMENTS**

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE’S STATUS AS AN EMPLOYEE AT-WILL.**

**Acknowledgement:**

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Team Member’s Signature

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Date

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Direct Supervisor’s Signature

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Date