

KCI is seeing an experienced Administrative Assistant to join our team! This position requires experience in office administration, project management and IT vendor management.

REPORTS TO: Director of Administrative Services

PURPOSE/SCOPE OF POSITION: Provide administrative and project management support for the Administrative Services Department.

REQUIREMENTS:

Education/Training/Experience: 2 years+ experience in project management, office administration, and IT vendor management. Proficiency in navigating Office 365.

Skills:

- Ability to positively and effectively interact with management and staff.
- Ability to multi-task and prioritize responsibilities and projects assigned, flexible.
- Ability to learn new software and procedural applications.
- Effective interpersonal and communication skills.
- Ability to adapt and think on your feet.
- Ability to work unsupervised to meet assigned goals and objectives.
- Ability to create workflows and solutions to assigned projects
- Ability to collaborate with a team.

RESPONSIBILITIES: Includes, but not limited to the following:

- Mastering all aspects of work procedures, responsibilities and projects assigned.
- Following all aspects of the company's policies and procedures.
- Establishing, organizing and maintaining files and records in a number of formats.
- Creating, sending, analyzing reports for clients.
- Exercising time management appropriate with achieving all duties daily and/or according to requested time frame.
- Developing plans with the Director of Administrative Services for on boarding and executing new projects.
- Monitoring open projects and reporting status. Following up on outstanding projects.
- Reporting project results or issues.
- Performing numerous daily system reports.
- Providing equitable, unbiased reporting in all areas to management only.
- Maintaining accurate records as applied to assigned tasks.
- Assisting with information technology activities as needed.

WORK HOUR REQUIREMENTS: 40-hour work week. Full-Time.

Monday & Thursday – 8:15 AM - 5:50 PM

Friday – 8:15 AM – 2:55 PM.