

Job Title	Administrative Coordinator
Annual Salary	Commensurate with qualifications and experience
Reports To	Chief Operating Officer.
Travel Requirements	None.
Type of Position	Regular full-time with benefits.
Overview	The Administrative Coordinator performs a variety of administrative duties to support IHC's efficient operations as a patient-centered health and social services organization. The successful Administrative Coordinator will work directly with senior management and can manage competing priorities in a fast-paced environment while maintaining a high degree of organization and attention to detail. We are looking for an individual with a positive attitude who wants to grow their skill set in a dynamic organization that values collaboration.
Minimum Skills, Experience, and Educational Requirements	<ul style="list-style-type: none"> • High school diploma or equivalent. • At least 1-3 years of experience in the administrative support field • Exceptional interpersonal, written, and verbal communication skills. • Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers. • Strong proficiency in MS Office (Excel, Microsoft Word, PowerPoint, and Outlook) • Creativity and strong problem-solving skills. • Solid presentation skills. • Strong task and time management skills. • Experience in the health care field is preferred.
Responsibilities	
<ul style="list-style-type: none"> ▪ Handling basic office duties, such as answering phones, responding to emails, data entry, generating reports and presentations, setting up for meetings, managing inventory of office supplies and ordering office supplies when needed. ▪ Answering questions and finding information for employees, community partners, and patients. ▪ Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties. ▪ Ensuring that the office is well-maintained, organized, and secure. ▪ Planning, organizing, and implementing administrative systems; collaborating with leaders across the organization to devise and implement strategic administrative improvements. ▪ Monitoring and directing incoming mail; preparing outgoing mail for pickup. ▪ Planning meetings, preparing agendas, compiling documents, and taking detailed minutes. ▪ Maintaining organizational charts and other key documents. ▪ Maintaining polite and professional communication via phone, email, and mail. ▪ Supporting the senior management team in general activities such as producing correspondence, managing files, scheduling meetings, photocopying, and faxing. ▪ Assisting with special projects, such as process improvements and budget development at the direction of Senior Management. ▪ Maintaining confidentiality at all times. ▪ Assisting the COO in the development and implementation of new policies and processes. ▪ Attending biweekly All Staff meetings; responsible for circulating agenda, taking attendance and minutes. ▪ Coordinating the use and organization of office space. 	