Position: Admin Assistant to CMO

Position Summary

Under the direction of the executive assistant to the CEO in collaboration with the CMO and ACMO, performs basic functions including but not limited to budget management activities administrative support and office clerical support as appropriate to the Chief Medical Officer.

Position Accountabilities

1. Prepares reports, records, files as required or requested by the Executive.
2. Provides administrative support to the Executive which may include but is not limited to:
   - Coordination of meetings and all meeting logistics (scheduling participants, securing room, ordering food, etc.)
   - Recording meeting minutes
   - Making travel arrangements
   - Managing communications between Executive and staff and various workgroups
   - Assisting with special events
   - Managing email lists and other forms of electronic communication
3. Management of Department related purchasing which may include:
   - Generating and tracking purchase requests and purchase orders including supplies, equipment, travel, continuing education, training etc. as appropriate to the Department and according to HMS purchasing policies and procedures
   - Ensuring required documentation is on file
   - Reconciling Department records with financial statements and detail
   - Assisting with credit card reconciliation and tracking etc.
   - Monitoring and ordering supplies as necessary for the Department
4. Performs general office duties and errands which may include but is not limited to filing, typing, photocopying, correspondence answering phones.
5. Prepare State and Miscellaneous Contract invoices and other contracts as appropriate to the needs of the Department.
6. Track payment and follow-up on all outstanding State and Miscellaneous contract invoices and other contracts as appropriate to the needs of the Department.
7. Prepare grant-related and other monthly reports as appropriate to the Department.
8. Prepares reports for timely submission as required by Department.
9. Maintain staff scheduling as appropriate to Department. Including call coverage as appropriate to Department.
10. Support Executive in participation in Quality Improvement (QI) as appropriate and necessary to their needs.
11. Will adhere to established safety practices and standards.
12. Perform other related duties as assigned.
Minimum Qualifications

• High school diploma or equivalent required.
• Minimum one year experience in similar position.
• Ability to maintain effective working relationships with all employees and department needs.
• Ability to communicate clearly and concisely orally and in writing.
• Must be self initiate and adaptable with ability to communicate to variety to staff members and the public.
• Must have an attention to detail.
• Must have good basic math skills.

Required Skills

• Effective verbal and written communication skills.
• Basic accounting practices and principles of Fund Accounting.
• Must have basic understanding of computers.
• Must have basic understanding of Windows, Microsoft Word and Microsoft Excel.
• Knowledge of accounting software is preferred.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or Dropped off or mailed:
1105 N. Pope Street, Building C, Silver City, NM 88061
or
530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788