

Samaritan Technologies **Administrative Assistant**

DEPARTMENT: Client Services
REPORTING TO: VP, Client Services and Operations
JOB TYPE: Full-time employee
LOCATION: Salt Lake City, UT 84111
COMPENSATION: Depending on experience
BENEFITS: Health, vision, and dental insurance, 401(k), holiday, vacation, and sick leave

JOB DESCRIPTION:

Assist the VP of Operations in handling routine tasks and scheduling. This includes creating and managing a calendar to track staff responsibilities and deadlines and creating reminders. Other duties include attending meetings and taking notes, being a point of contact for the VP for staff and clients. The role requires flexibility and attention to detail while working in a fast-paced environment. The ideal candidate for this position is someone who is highly organized and highly flexible at the same time with excellent communication skills.

DUTIES AND RESPONSIBILITIES:

- Keeping a daily schedule of meetings, tasks, and deadlines to report to VP
- Managing deadlines for various projects and keeping staff informed
- Answering and directing incoming calls and emails to appropriate staff
- Writing and issuing emails to clients or staff on VP's behalf
- Preparing regular reports for client progress, payroll, finance and other items as they arise
- Attending meetings and taking notes, especially when there are action items resulting
- Creating and updating documents on procedures and products
- Running Errands
- Researching and booking travel arrangements
- Ordering and purchasing supplies
- Finding ways to streamline administrative process

SKILLS/EXPERIENCE AND COMPETENCIES:

Proficiency in:

- Effective and direct communication
- Writing and Proof-reading for different contexts
- Taking direction and following through with tasks

Experience with:

- Microsoft Office Suite
- Google Office Suite
- Hubspot CRM
- Zoom
- Toggl Time tracking tool
- Atlassian (Confluence Knowledge base)

Samaritan Technologies is a small software firm located in Salt Lake City, Utah. We provide customized volunteer management solutions to a wide variety of clients in the healthcare, government and non-profit sectors. Samaritan is an equal opportunity employer. Samaritan promotes a culture of agreements, accountability, and respect. We are seeking team members who will be an asset to our culture.