**Job Description: Administrative Assistant, Facility Engagement**

**Reports To: [**Board of Directors or MSA Executives], [Insert Physician Society or Facility Name]

**Job Summary**

Reporting to the [Board of Directors or MSA Executives], [Society/MSA], the goal of this position is to provide administrative support to the [Society/MSA].

**Key Responsibilities and Duties**

1. **Provide administrative support to the [Board of Directors or MSA Executives] and other assigned engagement activities or Committees.**

* Scheduling meetings as required. This includes booking rooms, A/V equipment, and catering requirements.
* Preparing agenda materials (photocopying, mailing, couriering, and emailing) relating to meetings and/or projects, for distribution to meeting participants.
* Taking and transcribing minutes, maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.

1. **Provide clerical support:**

* Organizing and maintaining electronic and paper files.
* Gathering reports and assisting in generating monthly reporting documents.
* Handling inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
* Taking initiative to anticipate, assist, recommend, develop, and maintain office processes and infrastructure that support program activities.
* Assisting on assigned projects and research.
* Sorting e-mail and mail and identifying appropriate action or follow up with attached supporting documentation.
* Assisting with preparing presentations, communications, correspondence, maintaining contact lists, and updating filing systems.
* Providing administrative and logistical support for consultants working for the [Society/MSA].
* Performing general office duties as required.

**Skills and Qualifications**

* High school graduation supplemented by business and/or secretarial courses equivalent to up to one year of study with at least 3-5 years related experience.
* MS Office suite, Outlook, Excel (high level), Word, and PowerPoint. Knowledge of SharePoint an asset.
* Strong minute taking and transcribing skills.
* Excellent written skills and proven ability to develop clear, concise and comprehensive reports and correspondence.
* Ability to effectively organize multiple meetings.
* Organized, resourceful and efficient with an outstanding attention to detail.
* Able to accurately account and track claims and financial transactions.
* Ability to set-up and maintain electronic and paper files.
* Strong interpersonal, oral communication and relationship skills.
* Excellent judgment in setting priorities, identifying issues and determining action required
* Capable of working under pressure and deadlines.
* Proven ability to multi-task, as the position requires flexibility and adaptability.
* Demonstrated ability to work independently as needed but also as an important member of the team.