**Job Title:** HCF Administrative Assistant

**Section:** Healthcare Fund

**Reports To:** Administrator/HCF Service Manager

**Auth’d. Position #:** (Grade 5 to 7: 11,000 to 23,348)

**Prepared By:** Administrator

**Prepared Date:** April 1, 2024

**Approved By:** HCFGC

**Approved Date:** April 25, 2024

**SUMMARY**

The principal duties and responsibility of this position is to serve as an office assistant to the Healthcare Fund Office. Other tasks include administrative duties in support of the Healthcare Fund Office’s other operational sections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Serve as office assistant for the Healthcare Fund Office and secretary for the HCF Governing Committee.
  + Handle all incoming messages and phone calls.
  + Arrange appointments
  + Prepare HCF Office correspondences
  + Assist HCF manager with Committee documents and distribute Committee reports
  + Handle travel arrangements: conference/workshop registrations, airline, hotel and car reservation; prepare travel authorizations and distribute travel packets
  + Maintain HCF office files and HCF Governing Committee files
* Responsible for receiving, logging, filing, and distribution of all income and outgoing correspondences
* Responsible for ensuring that HCF personnel records are updated and maintained
* Responsible for all RFPs and Contracts issued by the HCF Governing Committee; Obtain authorization for Committee approved documents;
* Responsible for arranging the monthly Staff and Committee meetings.
* Responsible for preparing office events, include holiday lunches, birthdays and anniversary dates and HCF office annual anniversary celebration
* Responsible for maintaining supply of HCF office supplies
  + Gather and compare quotations from different office supply companies
  + Process Purchase Order
* Response for ensuring that HCF staff submit monthly reports in a timely manner
* Responsible for ensuring HCF Committee Board papers distributed in a timely manner;
* Responsible for preparing timesheets
* Perform other tasks as assigned by the Healthcare Fund Manager or Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have at least a two-year degree in Office Administration or equivalent work experience Must be computer literate with knowledge of Excel, Word, and other related office software

**LANGUAGE SKILLS**

Must have well-developed communication and interpersonal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.