

MEMBER SERVICES ADMINISTRATIVE ASSISTANT I

The Health Plan of San Mateo (HPSM), a managed care health plan, seeks a full time Administrative Assistant to provide daily administrative and clerical support to designated department manager and/or director.

The essential duties and responsibilities will include the following:

- Provide departmental organizational support which may include sorting & organizing documentation, maintain department files, update and maintain department binders, sorting and distributing mail, screen and direct incoming calls, and assorted filing.
- Maintain calendar for Manager/Director and handle travel arrangements as needed.
- Prepare letters, memos, reports, spreadsheets, purchase orders, supply orders and other documents.
- Maintain various departmental spreadsheets and databases as requested.
- Collect information and data; create and distribute reports as requested.
- Coordinate meetings including scheduling, arranging conference room and catering when requested.
- May be required to take minutes for departmental meetings.
- Maintain department supplies and office inventory.
- Assist with special projects as needed
- Cross train, as requested, to provide back-up to other departmental functions.
- Performs other duties as assigned.

Requirements

Education and Experience:

High school diploma or GED equivalent required; Associates Degree a plus. Two (2) years of general clerical or office support work required.

Knowledge of:

Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint. Office practices and procedures.

Ability to:

Work cooperatively with others. Work as part of a team and support team decisions. Communicate effectively, both verbally and in writing. Adapt to changes in requirements/priorities for daily and specialized tasks. Communicate effectively, verbally and in writing. Provide excellent customer service. Problem-solve to resolve day-to-day issues. Organize and maintain accurate records and files. Organize work, set priorities, meet critical deadlines, and follow up on assignments.

Compensation and Benefits

Starting Compensation Range: - Depending on Experience

Benefits Information: Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (5%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); holiday and vacation pay; tuition reimbursement plan; onsite fitness center and more.

How to Apply

Application Process: To apply, submit a resume and cover letter with salary expectations to: Health Plan of San Mateo, Human Resources Department, 801 Gateway Blvd., Suite 100, South San Francisco, CA 94080 or via email: careers@hpsm.org or via fax: (650) 616-8039. **File by: Continuous until filled.** The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and encourages minority candidates of all backgrounds to apply.

Submissions without a cover letter and resume may not be considered