

Administrative Assistant

St. Gianna Clinic is located in De Pere, Wisconsin and serves the surrounding area. We focus on family practice, pediatrics, obstetrics and gynecology, women's health and infertility sub specialty.

The clinic follows a philosophy of Catholic health care but welcomes people of all faiths and from all backgrounds. We are committed to our patients and our employees.

St. Gianna Clinic has received the prestigious Press Ganey "Guardian of Excellence Award" for 3 Consecutive Years!

Join our amazing team and work with a purpose.

EMPLOYEE PERKS:

- Competitive wages
- Satisfying work along with a highly professional and friendly work atmosphere
- A culture that upholds the value and respect of each individual

Job Summary:

This position will perform routine administrative duties and assist with other related duties involved in administrative assistance to the leadership team and board of directors.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Liaison and marketing content provider to parishes
- Donation tracking, data entry and reporting
- Grant writing and reporting
- Article writing
- Extensive internal and external written and verbal communication
- Event coordination, tracking and execution
- Attend meetings, creating agendas and meeting minutes
- Scheduling
- Creating, ordering and providing marketing materials and/or direction
- Bank deposits, donation thank you letters and tracking
- Coordinate volunteers
- Mailings
- Prepare presentation materials via PowerPoint
- Membership and sponsorship tracking

- Errands for clinic
- Ordering of supplies
- Updating and managing department records
- Filing
- Various duties as assigned

Required Skills/Abilities:

- Experience providing personal assistant support to executives or managers
- Strong organizational skills with the ability to coordinate projects effectively
- Keen attention to detail
- Experience working in a medical office setting is preferred
- Proficiency in using Microsoft Word & Excel software for document management
- Ability to navigate computerized systems for data entry and record keeping
- Ability to communicate effectively in person and over telephone
- Ability to exercise tact, initiative, and good judgment in dealing with people
- Ability to accept supervision.
- Ability to work independently and with a team
- Maintaining patient confidentiality and abiding by all HIPAA requirements

Education and Experience:

- One to two years of experience minimum experience preferred

Physical Requirements:

- Prolonged periods of sitting at a desk
- Prolonged periods of working on a computer

Job Type: Part – time 20 hours a week

Medical specialties:

- Ob/Gyn
- Pediatrics
- Primary Care

Schedule:

- To be discussed

Work setting:

- Clinic
- Private practice

Education:

- High school or equivalent

Experience:

- EMR systems: 1 year (Preferred)

Work Location: In person