



Cow Creek Government Office

Executive Administrative Assistant to the HOO

Job Code: 2105
Department: Clinic Administration
Location: Roseburg
Minimum Salary: \$53,899.09

POSITION PURPOSE:

A support mechanism for the Tribe's Health Operations Officer (HOO) who oversees all Cow Creek Health & Wellness Center office functions.

ESSENTIAL FUNCTIONS:

- Work directly with the HOO and the Health Operations Manager to support all aspects of their daily work routine.
- Maintain the HOO's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements.
- Works closely with the Clinic Operations Coordinator and Health Operations Specialist as needed.
- Serve as a liaison between Human Resources to assist in scheduling interviews and preparing personnel paperwork for processing. Maintain Clinic personnel files in Human Resources.
- Screen and filter emails, phone calls and messages. Prioritize for HOO and follow up.
- Serve as a primary point of contact between the Office of the HOO.
- Assist the HOO in the development of presentations and white papers for internal and external audiences.
- Keep the HOO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Compose and prepare letters relating to routine correspondence for the HOO's signature.
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.

- Attend meetings and take notes of discussion; prepare the minutes and summaries.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.

QUALIFICATIONS:

- Associate degree or equivalent experience required.
- Three (3) years general business administration experience in a professional setting.
- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint skills.
- Excellent organizational abilities.
- One (1) year supporting a senior level executive.