

WHAT WE OFFER:

- Competitive compensation
- Comprehensive Medical, Dental and Vision package – **FREE** employee Medical Coverage and **AFFORDABLE** family rates
- Flexible Spending Account (FSA)
- 401(k) with employer match, Employee Assistance Program (EAP), Credit Union and Life/AD&D insurance
- PTO (24.5 days per year for FT employees, based on 40-hour work week)
- Mileage Reimbursement

Founded by Nancy Hinds in 1981, we put our organization mission at the foundation of everything we do, continuing to honor Nancy's legacy while remaining competitive in the changing Hospice Care landscape. We have an amazing staff of 200, over 350 devoted volunteers and a dedicated Board of Directors. When you join Hinds Hospice, you join a mission driven organization that honors the journey of our patients and their families.

OVERVIEW:

We are looking for a Full Time **Administrative Assistant** to join our team.

Reporting to the Senior Human Resources Manager, the Administrative Assistant is a multifunctional position serving various departments within the organization, providing a high level of administrative and clerical support. The support areas include Human Resources, Clinical Operations, Center for Grief and Healing, and other departments, as assigned.

- Provides administrative and clerical support to the department and leadership, including arranging meetings, interviews, recruitment tests, meeting minutes, database administration, reports, payroll/time and attendance support, and mailroom support.
- May assists in the on-boarding of new employees, including submitting background and IT requests, and maintaining accurate employee records.
- Maintains appropriate levels of office supplies and necessary department materials.
- Prepares and modifies documents including correspondence, reports, drafts, memos and emails.
- Schedules and coordinates meetings and appointments for managers or supervisors.
- Prepares agendas for meetings and prepares schedules.
- Records, compiles, transcribes and distributes minutes of meetings.
- Provides project support as needed.

YOU HAVE:

- High school diploma or general education degree (GED), two years college preferred.; with one to three years' experience as an Administrative Assistant in healthcare or business field desired.
- Able to function autonomously with flexibility and confidence and have the ability to function in an interdisciplinary team setting.
- Demonstrate organization and accuracy skills; self-motivated, very detail-oriented, and able to handle multiple projects/tasks with competing deadlines.
- Ability to solve problems, accept constructive feedback and show flexibility should priorities and/or deadlines change.
- Valid driver's license, auto insurance, reliable transportation and a willingness to use personal vehicle in the course of employment.
- Ability to meet the physical demands of the job.

LOCATION: Fresno, California

All interested and qualified individuals are invited to complete an application at

[Apply Here](#)

