

Senior Leadership Assistant

Chadron Community Hospital and Health Services is seeking a full time Senior Leadership Assistant. Job duties include, but not limited to: provides general support with daily management activities and projects of the Administration Office members as assigned. Compiles information, prepares simple analysis of information or data. Coordinates collection and preparation of operating reports, and other clerical duties. Strong communication and interpersonal skills. Report writer to support multiple responsibilities to different departments. Assists operations staff capacity by handling a wide variety of situations involving administrative functions of the office.

Respects and maintains confidentiality of customer and hospital information.

Maintains knowledge of and complies with all hospital, state, and federal policies as identified in CCH&HS policy and procedure manuals and employee handbook.

Answers and screens outside calls, relays calls to the proper departments or extension number, transfers and/or holds calls when necessary; demonstrates courtesy and confidentiality in all phone and personal contacts.

Displays a courteous professional attitude with patients, staff, and other contacts.

High School diploma or equivalent required. Studies in general office procedures or business management preferred. Business degree preferred.

Must use good grammar and have a pleasant speaking voice with a ready smile.

Be able to type 40 wpm or more accurately.

Three (3) Years previous experience in office and budget practices preferred.

Demonstrated experience working with minimal supervision or direction. Must be able and willing to adapt to change and have the ability to work well with others.

Working knowledge of numerous software programs including Microsoft Office, Excel, Word, PowerPoint, and Outlook.

To apply visit chadronhospital.com