



G R E A T S T A R T L L C
Maternal Infant Health Program

Administrative Support Staff

The administrative assistant will assist the coordinator

Qualifications

- High School diploma or equivalent
- Required Experience: 1 - 2 years minimum experience in a clerical position, preferably knowledge of Maternal Infant Health program policies and procedures.
- Experience with data entry of alpha-numeric information preferred.
- Must be accurate, with a great attention to detail and expedient
- Excellent communication, written/verbal skills.

Responsibilities

The administrative support staff will enter information into computer databases for effective record keeping. Daily responsibilities will include, but not limited to:

- Organizing files and collecting data to be entered into the computer system.
- Reporting problems with the data, charts or information pertaining to clients.
- May compile, sort, and verify accuracy of data, files, and charts.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Analyzing the data for errors.
- Deletes incorrectly entered data, and re-enters correct data.
- Accurately entering information into various computer programs (Example: Excel, Word, PowerPoint)
- Keeping sensitive client and/or company information confidential
- Provides confidential administrative and clerical support to staff in a professional, helpful and positive manner.