

Compensation: **TBD**
employment type: **full-time**

American University of Health Sciences (AUHS) is searching for an Administrative with a positive attitude and a commitment to diversity, openness, flexibility, integrity, and kindness.

The Administrative Assistant provides comprehensive, specialized administrative and operational support. Duties and responsibilities are as follows:

- Maintains key contacts databases and maintains both paper and electronic filing systems.
 - Examines correspondence, memos, directives, materials, etc. received. Initiates relevant action such as replying to requests by sending a form letter
 - Initiates relevant action such as replying to requests by sending a form letter, arranging meetings, or compiling recurring reports.
 - Refers other correspondence to supervisor for action along with pertinent information available.
 - Types letters, reports, forms, etc. from rough drafts, making changes in grammar, punctuation, and spelling as needed. May record and transcribe dictation and meeting minutes.
 - Screens and directs calls and visitors
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- Maintains appointment and work schedules, secures accommodation for supervisors.
 - Coordinates other function within a defined area as assigned, serving as an effective liaison between supervisor and internal and external contacts.
 - May assist other departments by providing relief when necessary
 - Establishes and properly maintains an effective record-keeping system for correspondence, reports supplies and other sources of information.
 - May perform receptionist duties for the Institute include answering incoming calls, taking messages, and greeting visitors.
 - Perform other duties assigned.

EDUCATION:

Must have a Bachelor's Degree or higher

ESSENTIAL QUALIFICATIONS:

- Experience in corporate, general office, clerical or secretarial work or the equivalent.
 - Expert in using office software packages, technology, and systems.
 - Ability to independently handle multiple work unit priorities and projects.
 - Ability to independently interpret prioritized and apply policies and procedures.
 - Ability to troubleshoot most office administration problems.
 - Ability to understand problems from a broad perspective and anticipate the impact of office administration problems.
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- Ability to effectively write and present own reports. Ability to effectively handle interpersonal interactions at all levels.
 - Excellent communication skills.

Please click the link below to take the aptitude test:

<http://www.ondemandassessment.com/verify/apply/eqSRASR/DhEbbwEE>

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with AUHS. Failure to satisfactorily complete the background check may affect the application status of applicants.

LANGUAGES:

Bi-lingual in Japanese, Chinese, Vietnamese or Korean or other languages is required.

SPONSORSHIP:

Willing to sponsor the right candidate for employment visa

Please email your resume to Frontdesk@auhs.edu