



**Brownsville Community Development Corporation**  
592 Rockaway Ave., N.Y. 11212-5539 718/345-5000 Fax 718/345-5794

## **JOB OPENING**

<b>Date of Posting</b>	<b>May 27, 2014</b>
<b>Position:</b>	<b>Administrative Assistant</b>
<b>Service Area/Unit:</b>	Administration
<b>Schedule (Days &amp; Hours):</b>	Full-time/Monday-Friday 8:30AM-4:30PM/Some Flexible hours
<b>Primary Duties/Responsibilities:</b>	Under the general supervision of the Director of Health Services and in support of the Director of Nursing, the administrative assistant will provide support to both positions which involves the handling and processing of confidential documents, information and communication. Monitor, sort and distribute confidential faxes and mail. Sort and distribute incoming BCDC mail and outgoing Executive mail as part of a pool. Monitors, edits and submits biweekly nursing staff timesheets in E-Supervisor to the Payroll Coordinator. Evaluate current filing system; plan/execute revision to current system to create a better-functioning filing system. Answers telephone and participates in the Executive office telephone call group. Responsible for the preparation of monthly minutes for the Joint Commission. Assists in preparing and updating of all policy and procedure manuals related to all clinical areas.
<b>Qualifications Required (Years of Experience, Education, or Special Training):</b>	Associate= Degree or the equivalent in education and experience. Bachelor=s Degree a plus. Excellent organizational skills. Ability to effectively handle and prioritize multiple tasks concurrently.
<b>Salary Range:</b>	\$38,000 per annum
<b>Contact Person/Phone:</b>	Coreen London-Mitchell, Human Resources Manager Fax: (718)346-7183; Email: <a href="mailto:clondon@bmsfhc.org">clondon@bmsfhc.org</a> or Lewis Bond, Human Resources Generalist Fax: (718)345-5794; Email: <a href="mailto:lbond@bmsfhc.org">lbond@bmsfhc.org</a>

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