

THE SUFFOLK COUNTY MEDICAL SOCIETY: Senior Administrative Assistant

Required Qualifications:

- An Associate's Degree (or foreign equivalent or higher) with full time progressive administrative experience
- Must be proficient in MS Word and Excel
- Must possess excellent written and verbal communication skills, with the ability to proofread and edit documents as needed with strict attention to detail

Preferred Qualifications:

- A Bachelor's or Master's Degree
- Experience in an academic or medical setting
- Progressive experience coordinating operational activities (event planning)
- Experience working with basic graphic design

Brief Description of Duties:

The Senior Administrative Assistant will be highly organized and provide complex administrative support. This position reports directly to the Executive Director.

Candidate must be able to:

- Operate with a high level of independence and work as part of a team
- Expertly prioritize work flow and adapt to changes
- Multi-task complex projects (application processing, maintain membership data, and event coordination)
- Maintain office duties (answer calls, open mail, copy, fax, send mail, etc.)
- Plan and organize multiple events
- Input, sort and manage data
- Keep the Executive Director informed of the progress of various projects
- Prepare, proofread, and edit documents, reports and correspondence
- Send notices to the Committees on behalf of the Executive Director
- Coordinate and announce divisional meetings and arrange for conference rooms, audio visual equipment and catering services and inform participants of the agenda
- Facilitate flow of written and oral communications to and from the Executive Director
- Prepare meeting minutes
- Attend organization events and meetings as required
- Gather data from a variety of sources, evaluate and analyze data, prepare detailed information and recommendations
- Manage effective filing, retrieval, and archiving system
- Maintain an up-to-date registry of data of the files and oversee annual archiving and/or purging of files, ensuring consistency and accuracy
- Other duties as assigned

Full-time 8:30am - 5:00pm

Islandia, NY

Start Date: Immediate

Salary: Competitive Annual Salary and Benefits

Interested, qualified candidates should respond immediately

631-851-1400

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