

**Position:** Administrative Coordinator  
**Reports to:** Chief Financial Officer  
**Status:** Full or part time staff, non-exempt

### **Position Summary**

The Administrative Coordinator will provide administrative support, perform front office activities, and maintain smooth office administrative functions for HealthInfoNet (HIN). The Administrative Coordinator will also assist the Customer Care team in processing patient consent forms in accordance with Maine Law.

### **Primary Responsibilities**

- Offer administrative support to HINs CEO, CFO, Leadership Team, Board and staff as needed
- Coordinate meetings and conferences; to include scheduling, registration, conference call set up, developing internal meeting agendas, preparing and printing materials, making occasional travel arrangements, maintaining conference rooms and providing on-site support, taking meeting minutes
- Proactively manage the CEO's schedule and accurately maintain his calendar in Microsoft Outlook
- Opportunity to participate in external meetings focusing on State healthcare reform
- Maintain equipment for meetings and general office use; to include photocopier/fax, phones, conference lines, WebEx, and projectors
- Type reports, memos, letters and other documents as needed
- Develop and maintain files related to meetings, Board, committees, business documents and contacts
- Perform data entry tasks and maintain databases related to general membership in HIN's Health Information Exchange (HIE), including processing patient consent forms in accordance with Maine Law
- Provide excellent customer service while greeting visitors, and as the initial point of contact for client support requests via phone, email, and website inquiries
- Open and distribute incoming correspondence, including mail, faxes and email
- Order and maintain office supply inventory
- Provide general office and administrative support
- Coordinate general office maintenance
- Other duties as assigned

### **Employment Standards**

Education:	Associate's degree, in business or healthcare related field, preferred.
Experience:	Minimum of three years in similar capacity, non-profit experience preferred. Knowledge of HIPAA preferred.
Required skills:	Advanced computer skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint), and databases; strong organizational and interpersonal skills; ability to work independently and as a member of a team; excellent customer service skills. Knowledge of Salesforce preferred.
Other:	Background check is required.
To Apply:	E-mail resume and cover letter to Allison McBrierty, Chief Financial Officer at <a href="mailto:amcbrierty@hinfonet.org">amcbrierty@hinfonet.org</a>

For more information on HealthInfoNet see: [www.hinfonet.org](http://www.hinfonet.org)