

OFFICE SUPPORT – PART-TIME

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a part-time Office Assistant for our main clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** Responsible for assisting with general office organization, communications, and facilitating key tasks and procedures. Supports with various administrative tasks (maintain copy rooms and breakrooms, meeting and event set up, supply orders, and disseminating correspondence and deliveries.)
- **Reports to:** Executive Assistant
- **Department:** Administration
- **Supervisory responsibilities:** None
- **Position Type:** Part-time, non-benefit eligible
- **Schedule:** To Be Determined with the availability of 8:00 am – 5:00 pm Monday through Friday.
- **Closing Date:** August 24, 2021 or open until filled
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our [website!](#)
- **Contact:** Mark Wiesenberg, 801-359-2256 ext. 177

The successful candidate:

- Distributes incoming and outgoing correspondence, including faxes, mail and packages to recipients.
- Monitors and maintain supply inventory for office copy centers and break rooms.
- Facilitates supply orders for copy centers and break rooms as needed.
- Submits work orders for general office space and equipment with Facilities Manager.
- Responsible for keeping office copy centers, break rooms, conference/training rooms tidy and organized.
- Facilitates room set up for company meetings and events, as necessary.
- Helps organize and maintain office common areas as needed.
- Performs general officer clerk duties and errands as needed.
- Practices and adheres to the Mission, Vision, and Values Statement.
- Reads, understands, and adheres, to all Sacred Circle Health Care policies and procedures.

Job Posting – Office Support – Part Time

Required Education, Experience, Knowledge, Skills, and Abilities

- **EDUCATION:** High School Diploma preferred. Willing to work on GED or other type of training.
- **EXPERIENCE:** Minimum one (1) year of experience in a customer service, reception, office assistant, or equivalent, preferable in a medical office setting.
- **KNOWLEDGE, SKILLS, & ABILITIES:** The jobholder must demonstrate current competencies applicable to the job position.
 - a. Efficient knowledge of office equipment including fax machine, copier, computer, telephones, etc.
 - b. Ability to handle multiple priorities at once with minimal supervision.
 - c. Ability to comprehend and follow written and verbal instructions.
 - d. Ability to organize and communicate clearly.
 - e. Skill in developing and maintaining effective working relationships.
 - f. Ability to react calmly and effectively in emergency situations.
 - g. Ability to interpret, adapt, and apply guidelines and procedures.
 - h. Ability to maintain confidentiality of patient and employee information.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As a group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family through our providers (additional medical, dental and vision plans for benefit-eligible positions)
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants