

**Position: Administrative Assistant**

**Status:** Open                      **Type:** Full Time                      **FLSA:** Salaried Exempt  
**City:** Gulf Breeze                      **State:** FL                      **Country:** United States

**Reports to:**  
Executive Director

**GENERAL SUMMARY:**

The Administrative Assistant for Andrews Research & Education Foundation (AREF) ensures the office and team function smoothly and efficiency by providing support for all team members and the company overall. The Administrative Assistant serves as the central point of reception for AREF. The ideal candidate is a team player who demonstrates professionalism and discretion in handling confidential information, anticipates team and office needs, and proactively provides resources, support, and solutions to fulfill those needs.

The person in this position works under general supervision, is responsible for various shifts, may be subject to over 40 hours per week and/or callback as required, and may also be required to remain on campus immediately before, during, and after severe weather and/or disasters.

**ESSENTIAL JOB RESPONSIBILITIES:**

**General Office**

- Receive calls and visits from patients, physicians, and the public at large
- Ensure copy room and kitchen is organized and well stocked
- Ensure conference room is organized and well maintained
- Accurately and securely maintain data, files and other divisional information
- Receive and sort mail
- Archive old files
- Make photocopies
- Enter data into electronic files
- Schedule meetings

**Travel Arrangements**

- Prepare travel request forms
- Secure flights, hotels, car rentals, registrations, etc. as needed and only after receiving approval
- Provide any materials related to conferences and travel prior to the event
- Complete travel expense reports for reimbursement

**Accounting**

- Assist with entering transactions into QuickBooks
- Assist with reconciling bills to research patient visit records
- Scan/file invoices, checks, bank statements, etc.
- Receive, log, deposit checks received by mail
- Receive, scan, forward bills received by mail
- Maintain receipts and approval documentation for credit card purchases

### **Education Program**

- Assist with maintaining learning platform (Elevate)
- Coordinate and host weekly Sports Medicine Conference (SMC)
- Process SMC attendance, certificates, etc.
- Assist with planning and coordination of educational events including conferences, webinars, etc.
- Assist with development and management of home study courses
- Assist with travel arrangements for faculty, speakers, etc.
- Assist with accreditation applications for courses

### **Fellowship and Residency Programs**

- Process clinical work and education hours monthly
- Assist with reporting requirements for accreditation

### **Research/Labs**

- Work with staff and outside groups to attract and schedule users to Surgical Skills Lab and promote clinical trials
- Maintain inventory and assist with equipment maintenance and supply ordering for Surgical Skills Lab and Regenerative Medicine Center
- Process paperwork and maintain files

### **HR**

- Schedule and coordinate interviews for employees, fellows, interns, and volunteers
- Assist with the on-boarding and termination processes for employees, fellows, interns, and volunteers
- Manage evaluations and surveys for employees, fellows, interns, and volunteers

### **Other**

- Assist with preparation of annual report (Sunbiz)
- Assist with grant writing requests and opportunities
- Assist with website updates and marketing efforts
- Draft correspondence (emails, memos, and other communications)
- Maintain effective working relationships with representatives and vendors to provide existing resources and services available
- Performs other duties as assigned to support the essential functions of the job and operational needs of the organization.

**QUALIFICATIONS FOR POSITION:** (Summary of required and preferred education, experience, knowledge skills and abilities.)

#### **Preferred Qualifications:**

- Bachelor's or higher degree preferred, but experience considered in lieu of education
- 1+ years of experience in administrative office or health care setting
- Highly skilled in Word, PowerPoint, and Excel
- Excellent verbal and written communication skills
- Experience with website design, maintenance, or marketing skills
- Ability to handle several tasks at once, function well as a team-player, use discretion in handling confidential material, work with little supervision and be extremely flexible
- Willingness to assume other responsibilities and learn new tasks as appropriate

**Interested in this opportunity?**

**Please email your resume to [jen.mostert@andrewsref.org](mailto:jen.mostert@andrewsref.org)**