

**Bethany St. Joseph Corporation**  
**Job Description**

**Job Title:** Business Administrative Assistant

**Department:** Administration

**Supervised By:** Administrator

**Effective Date:** 02/23/18

**JOB SUMMARY:** Provides a wide range of moderate to complex business, administrative, and employee support for the day to day operations of the facility.

**JOB FUNCTIONS:**

**1. Business Support Responsibilities**

- Prepare deposits as directed by the Administrator; copy remittances and other information for the Corporate Business Office.
- Process Account Receivables and Payables.
- Perform employee payroll duties directed by Administrator.
- Complete PBJ reports.

**2. Administrative Responsibilities**

- Provide administrative support to management by performing various clerical duties and responsibilities including, but not limited to organizing, receiving, and processing information.
- Maintain databases, operating office equipment, and office space.
- Set up and maintain filing systems, establish work procedures, and collate information in a systematic order.
- Perform general clerical duties including, but not limited to, typing memos, letters, reports, photocopying, faxing, and mailing as directed by management.
- Maintain a professional office atmosphere to ensure responsive, courteous, confidential, and helpful interaction with co-worker, staff and the public.
- Responsible for keeping inventory of all office supplies and placing orders for replenishment when needed.
- Answer and direct incoming phone calls. Take and relay written messages as appropriate.
- Complete other tasks as assigned by the Administrator.

**3. Employee Support Responsibilities**

- File and maintain personnel files and other employee related information in a confidential manner.
- Create and update an electronic employee data base.
- Route paperwork to employees and from employees to Corporate HR.
- Conduct Pre-employment session and facility orientation.
- Answer basic employee questions regarding employee benefits and channel more complex questions to Corporate HR.

