



**Delaware Healthcare Association Job Description
Administrative Coordinator**

DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION	
JOB TITLE: Administrative Coordinator	REPORTS TO: Member Services & Special Events Coordinator & Executive Assistant to the President & CEO
JOB SUMMARY:	The Administrative Coordinator will support the DHA team's overall operational and administrative needs, including scheduling meetings, coordinating outside contractors, and serving as the primary receptionist.
MAJOR FUNCTIONS:	<p>Schedule meetings for DHA team members and serving as an office administrative assistant.</p> <p>Manage the office supply inventory and ordering.</p> <p>Managing member meetings, including scheduling as well as set-up and clean-up.</p> <p>Coordinate outside contractors for office building and grounds.</p> <p>Serve as primary receptionist at the office, greeting guests, answering telephones, and managing newspaper and mail distribution.</p> <p>Provide staff support to appropriate DHA member committees.</p> <p>Other duties/projects as assigned.</p>
Skills Needed	<ul style="list-style-type: none"> • Excellent verbal and written communications skills • Ability to work in a flexible and fast-paced work environment • High degree of organizational skills and attention to detail
Minimum Educational Requirements and Experience:	Three to five years of work experience in similar roles.
How to Apply:	Email info@deha.org with "DHA Administrative Coordinator" in the Subject Line.