

**ARKANSAS HEALTH INSURANCE MARKETPLACE
ADMINISTRATIVE ASSISTANT II
JOB DESCRIPTION**

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

Position Title: Administrative Assistant II

Reports To: Director of Business Operations

Position Summary:

Reporting to the Director of Business Operations, the Administrative Assistant II has general administrative, technical support responsibilities to the AHIM staff and Board members. This position has direct responsibility for scheduling meetings and taking meeting minutes for the AHIM Stakeholder Engagement Committees.

Responsibilities:

- To provide main staffing of the AHIM Stakeholder Engagement Committee meetings and back-up staffing of the AHIM Board meetings.
- To oversee meeting logistics, set-up and scheduling for AHIM Stakeholder Engagement Committee meetings including conference calls, webinars, Skype calls, etc.
- To edit and copy meeting minutes and other written materials.
- To provide administrative support for AHIM Leadership and staff and for the AHIM Board.
- To provide back-up staffing for the reception desk.
- To prepare documents using Word, Excel, Access, and Power Point software as needed.
- To make travel arrangements and to coordinate reimbursement for AHIM staff and Board members as needed.
- Other duties as assigned.

Qualifications and Educational Requirements:

- Candidate must have a high school diploma or GED with two years of administrative assistant experience. A Bachelors of Arts or Science degree OR an Associate's degree is preferred. Substitution of education/experience may be made.
- Must be proficient in Microsoft Office products – Outlook, Word, Excel, and PowerPoint.
- Previous work experience as an administrative assistant for executive management is preferred.
- Experience working with a start-up business a plus.
- Experience with software products such as: Access, Adobe, Acrobat Pro, and Microsoft Publisher is strongly desirable.
- Professional demeanor required.

Please send resumes in .pdf format to Employment@ARMarketplace.com by 5:00pm CST on May 15, 2015 with “Administrative Assistant II” in the subject line.