



## **ARKANSAS HEALTH INSURANCE MARKETPLACE ADMINISTRATIVE ASSISTANT I 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 I

**Reports To:** Director of Business Operations

### **Position Summary:**

Reporting to the Director of Business Operations, the Administrative Assistant I has general administrative support responsibilities to the AHIM staff and Board members. This position has direct responsibility for handling incoming calls to the AHIM office and for assisting AHIM guests.

### **Duties:**

- To provide main staffing for the reception desk.
- To provide customer service to AHIM guests by answering questions and directing phone calls.
- To provide administrative support for AHIM Leadership and staff and for the AHIM Board.
- To assist with meeting logistics, set-up and scheduling including, conference calls, webinars, Skype calls, etc.
- To collect, distribute and prepare documents for mail.
- To prepare requests for supplies and process orders.
- To maintain AHIM contact and guest logs.
- To maintain AHIM equipment and supply inventory logs.
- Other duties as assigned.

### **Qualifications and Educational Requirements:**

- Candidate must have a high school diploma or GED with 2 years previous administrative assistant experience. 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 cover letter and resume in .pdf format to [Employment@ARMarketplace.com](mailto:Employment@ARMarketplace.com) by 5:00pm CDT on April 22, 2016 with "Administrative Assistant I" in the subject line.