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, technical 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.

Responsibilities:
- To provide main staffing for the reception desk.
- To answer phones and assist guests.
- 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 prepare documents for mailing and distribution.
- To maintaining contact and guest logs.
- Other duties as assigned.

Qualifications and Educational Requirements:
- Candidate must have a high school diploma or GED with previous 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 I" in the subject line.