

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

The Arkansas Health Insurance Marketplace (AHIM) was established by Act 1500 of the Arkansas State Legislature, to manage and implement a state-based health insurance marketplace in Arkansas in accordance with state and federal law. Arkansas currently has a state partnership health insurance marketplace. The AHIM will be responsible for designing, implementing, and operating the state-based health insurance marketplace. Arkansas is the first state in the country with federal approval to serve its Medicaid expansion population through the marketplace via a premium assistance model.

**Position Title:** Administrative Assistant

**Reports To:** Executive Director

**Position Summary:**

Reporting to the Executive Director, the Administrative Assistant has general executive administrative, technical support responsibilities to the Executive Director. This position has direct responsibility for scheduling meetings, screening calls, document creation and production which often requires problem solving, troubleshooting and devising creative or alternative solutions.

**Responsibilities:**

- Provide main staffing for the reception desk.
- Answer phones.
- Maintain up-to-date staff information and contact lists.
- Schedule meetings, conference calls, webinars, Skype calls, etc.
- Provide administrative support and general executive assistance for AHIM Leadership and staff and for the AHIM Board.
- Meeting logistics and set-up and scheduling.
- Taking meeting minutes of the AHIM Board and when otherwise directed.
- Making travel arrangements and coordinating reimbursement for AHIM staff and Board members.
- Assist in document preparation and review.
- Copy-editing of written materials.
- Maintain electronic and paper filing systems.
- Data entry.
- Ordering supplies.
- Preparing documents for mailing and distribution.
- Maintaining contact lists.
- Preparing documents using Word, Excel, Access, and Power Point software as needed.

**Qualifications and Educational Requirements:**

- Candidate must have a Bachelor's of Arts or Science plus three years of administrative assistant experience OR an Associate's degree plus five years of administrative assistant experience. 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 as a .pdf to [ahim.office@gmail.com](mailto:ahim.office@gmail.com) by 5:00pm CST on June 30, 2014 with "Administrative Assistant" in the subject line.