

# we are HIRING

## Part-Time Office Administrator

*20-30 hours/week • \$18-25/hour*



PFCCpartners is a small organization with a large vision for improving the quality, safety and experience of healthcare. We are a nationally recognized leader in partnering with healthcare stakeholders in the design of programs and policies that meet the expressed needs of patients and family members within the healthcare system. Our partners include hospitals, healthcare systems, state hospital associations, quality improvement organizations, measure developers, insurers, physician practices, and the patients and families they serve. The PFCCpartners culture promotes outdoor/physical activity and personal growth in a way that fosters strong teamwork in the office.

### JOB DESCRIPTION

The Office Administrator will support the regular operations of the organization. Regular operations will include administrative support activities, project management, networking, and communications. This person will also be the first point of contact for people reaching out to PFCCpartners via phone and email. Due to the nature of PFCCpartners' work and this role particularly - activities performed under the role of Office Administrator may not be described here and below. Opportunities to grow personally and professionally are ample in PFCCpartners. As the company grows larger, new roles and responsibilities will be formed to meet the increasing needs of the healthcare industry.

COVID-19 Considerations: The Office Administrator will be present in the office regularly to perform work. We are a small team, with two full time staff in the office currently. Other team members tele-commute from around the country, with regular visits into the office. All PFCCpartners staff are fully vaccinated against COVID-19, and only reasonable exceptions will be made for those who are interested in this position but are not yet vaccinated. We ensure the necessary precautions to maintain safety, while creating a comfortable and productive environment.

Responsibilities will include, but are not limited to, the following duties:

- Providing Administrative Support for the PFCCpartners Office and Team.
- Organizing and managing the team's workshop, training, event, and meeting schedules.
- Sending meeting reminders and agendas.
- Receiving and routing incoming calls.
- Note-taking and writing meeting follow ups.
- Ordering and purchasing office supplies.
- Researching and reserving travel arrangements for the team.
- Supporting the setup of in-person training and community events.

### REQUIRED EXPERIENCE

- Bilingual Spanish/English strongly preferred.
- Receptive and kind problem-solving skills.
- Microsoft Office (Word, PowerPoint, Excel)
- Google Workspace (Gmail, Calendar, Drive, Chat)

# APPLICATION

Please provide the following information to the best of your ability and submit with a resume.

PERSONAL INFORMATION			
Full Name			
Street Address	City	State	Zip Code
Phone Number	Email Address		

ADDITIONAL INFORMATION	
Available Start Date	Other Timing Considerations:

EDUCATION <small>(include any in-progress)</small>			
School	Years Attended	Degree Earned	Major

References <small>(must provide two business or professional references)</small>			
Name	Title	Company	Phone Number

## EMPLOYMENT HISTORY (include any additional employment information on a separate page)

Most Recent Employer	Job Title	Start Date	End Date
Company Phone Number	Manager's Name	Manager's Email	
Street Address	City	State	Zip Code

Employer	Job Title	Start Date	End Date
Work Phone Number	Manger's Name	Manager's Email	
Street Address	City	State	Zip Code

## SIGNATURE DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application may result in my employment being terminated.

Printed Name	Signature
Date	

## SUBMIT APPLICATION AND RESUME TO:

**EMAIL**

Stephen Hoy, Chief Operation Officer  
stephen@pfccpartners.com

**MAIL**

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Long Beach, CA 90815