

## **Hiring for Immediate Employment:**

### **Administrative Assistant for San Juan Island Emergency Medical Services**

Visit <http://www.sanjuanems.org/> for more information or see below.

- San Juan Island EMS is seeking an Administrative Assistant to help with day-to-day office activities.
- This is a full-time 40 hour a week position.
- Compensation: \$22.00 per hour plus benefits
- The successful candidate must be willing to work independently.

#### **Position open until filled.**

If you'd like to pick up an application or drop off your cover letter and resume in person please stop by our physical location at 1079 Spring Street in Friday Harbor.

Or mail your completed cover letter, resume and application to:

SJI EMS  
PO Box 2178 ~ mailing address  
Friday Harbor, WA 98250

Questions, please call: 360-378-5152 #0

#### **The successful candidate will:**

- Answer phone calls and emails from public
- Assist with questions from the public and co-workers
- Use scheduling and accounting systems
- Have bookkeeping knowledge
- Create/use filing systems
- Sort/Handle Mail
- Organize Office
- Draft emails, letters, forms and other documents
- Run Errands: bank, post office, copies, office supplies

#### **The successful candidate must be:**

- Organized and detail oriented
- Able to multi-task and prioritize tasks
- Great with people
- Punctual
- Office 365 proficient
- Reliable, Conscientious
- Bright, Quick learner
- Versatile, resourceful, and have a high level of initiative
- Intuitive and empathetic
- Unflappable, able to work in the midst of noise and EMS activity

**The successful candidate will have:**

- Professional and personable phone demeanor
- Administrative or transferable experience
- Excellent personal and professional references

**It's a plus if you have experience with:**

- Medical Billing
- Bookkeeping and Payroll
- Website Experience
- Quickbooks and EDEN

**Application**

**To apply, please indicate in a cover letter and resume:**

- Why this position caught your eye
- Formal education and training
- Your specific qualifications for this position, and any related experience references
- Your availability and whether you could begin immediately

Thank you for your consideration of this position!