



Position: Administrative Assistant

Position Summary: Compiles information and records to initiate Microix requisitions for procurement of materials and services. Provides support for the daily operation of facilities, primarily focused on responsibilities of purchasing, shipping and maintenance.

- Qualifications Required:**
- Ability to understand and practice the mission of Camillus House.
 - **Education:** High School/GED required, and college degree preferred. Minimum of 2 years of experience in similar role required but experience will be considered in lieu of academic degree.
 - **Language:** Proficiency in oral/written English; bilingual a plus (Spanish and/or Creole).
 - **Skills:** Computer literacy (Word, Data Programming) required.
 - Successful completion of Toxicology test and of Criminal Background Check.
 - Valid FL Driver License with clean driving record. **Circle one if required for position: Yes**

Work Schedule

- Full-Time; ability to work a flexible schedule. Shifts may vary based on needs (weekends and evenings, as necessary). Competitive compensation and benefits package offered.

Qualifications Preferred:

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
- Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.
- Ability to maintain a high level of poise and professionalism in all circumstances.

Responsibilities:

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God’s gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work toward creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.



- Compares suppliers' bills with bids and purchase orders to verify accuracy.
- Checks shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Supports the purchase of supplies, services, and consumables in accordance with purchasing and financial guidelines.
- Provides administrative support by coordinating appointments, answering phones, taking messages and coordinating meetings, training.
- Handles incoming and outgoing mail/correspondence.
- Provides customer, vendor and visitor support by organizing appointments, accommodations and logistics.
- Provides administrative support to the Director of Facilities and staff.
- Organizes and attends regular company meetings, take minutes of meetings and distributes them accordingly, if necessary.
- Serves as liaison with contractors, vendors and staff.
- Responsible for reading daily logs for follow up on any previous shift concerns regarding safety and health.
- Ensures that facility is clean at all times.
- Assists in the removal and disposal of furniture, fixtures and other debris.
- Ensures the dispensation and storage of supplies.
- Assists in conducting inspections and documents any maintenance repairs needed.
- Informs supervisor of any problems that occur in the evening and early morning hours.
- Other Duties as assigned.

Camillus House is an equal opportunity employer.