



Office Assistant/Receptionist Job Posting Salary \$37,500 - \$47,000

Summary /Overview:

This position provides general clerical and receptionist support.

Our Vision: The AHCT supports health reform efforts at the state and national level that provide CT residents with better health, and an enhanced and more coordinated health care experience at a reasonable, predictable cost.

Our Mission: To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Essential Duties and Responsibilities

- Answer main phone line
- Receive and ensure log-in of all visitors
- Receive deliveries
- Maintain Staff Contact list
- Schedule meetings and conference calls upon request of Exec. Admin and HR
- Expense report compilation/reconciliation
- BOD binder compilation
- Research venues for BOD and AC meetings
- Email interview confirmations
- Maintain professional, positive representation of the company to visitors, guests, employees

Competencies: to perform the job successfully, an individual should demonstrate the following competencies:

- Interpersonal Skills – Positive, welcoming, good eye contact and interaction with employees and the public.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma or GED
- Bilingual
- 2+ years general clerical experience
- Computer skills including email, internet research, MS Word
- Excellent communication, interpersonal, negotiation and organizational skills

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Presentations to the Board of Directors are required. Minimal travel.

Access Health CT is an EEO and Affirmative Action Employer

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**