

**HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER**

**EDU-1**

**Posting Date:** 09/29/23

**EMPLOYMENT OPENING**

**Department:** EDUCATION

**Position Opening:** Administrative Secretary/Instructor

**Salary Range:** \$21.90- \$29.50 per hour based upon union contract

*The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement*

**Position Summary:** Responsible for secretarial support for Administration, Department Directors/Supervisors and others. Maintains hospital policy database on network. Responsible for secretarial support for Education Department including: computer data entry of education records, preparing education packets, class participant enrollment and coordination and maintenance for staff education materials and equipment. Will design and update educational courses in Lectora. Responsible for coordination and/or instruction for a variety of education programs. Provides secretarial support, including invoicing and purchasing of supplies for Grays Harbor Community Hospital American Heart Association (AHA) training center

**Job Requirements:** Two (2) years Secretarial Science degree preferred; Two (2) years recent secretarial experience; Advanced Word-processing skills including: Word, Excel, MS Publisher and PowerPoint required; Experience in providing adult education preferred; Medical terminology training preferred; Good written, verbal and interpersonal communication skills.

**Time Schedule:** Full Time: XX 1.0 FTE 8:00am-4:30pm  
Part Time: \_\_\_\_\_  
Per Diem: \_\_\_\_\_  
Temporary: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**APPLY NOW**

Or

*Office is open to accept applications Monday through Friday 8:00am-4:30pm*