

Administrative Staff

Administrative Assistant, Sr. Administrative Assistant

Provides general administrative support for the department and its leaders.

Activities:

- Coordinates travel plans
- Manages calendars
- Records meeting notes
- Assists in department projects
- Answers incoming calls
- Provides customer service
- Manages inventory
- Submits expense reports

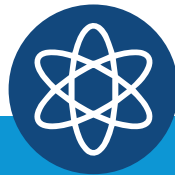


What You Need



Knowledge

Customer Service
English Language



Skills

Organization
Problem Solving
Communication
Active Listening
Computer Skills
Time Management



Abilities

Self-Motivated
Team Player
Collaborative
Adheres to Policies

Education: High school diploma plus 5 years of relevant experience

How You'll Get There

Ochsner Learning Institute (OLI) Courses Effective Team Communication, Navigating Other People's Emotions, Becoming More Professional Through Business Etiquette, Microsoft Office, Time (Priority) Management Part 1 & 2

Tuition Assistance Full-time: \$3,000 | Part-time: \$2,000

Ochsner Resource Groups Women Empowering Women (WoW), African Americans Building & Leading Equality (ABLE), PRIDE, Young Professionals Association, Hispanics at Ochsner Leading and Advocating (HOLA), Vet Force 1

Find your next move today!

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