

Job Description

Title: TAPI Administrative Support/Meeting and event Coordinator
Reports to: TAPI Executive Director/Program Director/ Program Manager
Originating date: February, 2019
FLSA Status: 40 hours per week

Primary Purpose:

To provide administrative support to the TAPI staff; engage as part of the team in all aspects of managing and marketing the TAPI program and facilitate a professional work environment.

Essential Functions:

1. Provides staff support for all TAPI committee meetings, conference exhibits, trainings, awards dinner and special events. Duties including but not limited to:
 - Coordination and set up of meeting sites - food, packets, materials, AV, etc.
 - Prepares meeting agendas, minutes and summaries.
 - Set up, coordinate and track offsite event locations, registration and delivery
 - Clean up of meeting rooms.
2. Prepares and modifies documents including correspondence, general and grant reports, drafts, and emails.
3. Maintains and updates TAPI files and databases, including mailing/contact lists.
4. Assists in a timely manner with publication, distribution and inventory of TAPI educational materials.
5. Assists TAPI staff and committee members with special projects.
6. Inventories and orders office supplies and education materials.
7. Maintains accurate records for all contract and grant reporting.
8. Exceptional customer service skills, over phone and in person, with customers and internal departments.
9. Supports a professional office environment by facilitating effective team work, organization and positive relationships.
10. Supports TAPI Billing Program, by assisting with organizing patient encounter data, tracking insurance company payments, filing payment remittances, creating and filing correspondence with insurance companies, maintaining rosters of insurance plans and health care providers, assisting with generating patient statements, and assisting with the monthly accountability reports.
11. Additional duties as assigned.

Qualifications:

- Knowledge of operating standard office equipment and of general office procedures.
- Excellent communication skills – written and verbal.
- Ability to juggle multiple projects and tasks with superb accuracy and work within deadlines.
- Strong sense of urgency and problem solving skills with a professional manner.
- Ability to follow instructions, prioritize projects and possesses strong problem solving skills.
- Good research skills and attention to detail.
- Proficiency in Microsoft Office Suite with emphasis on Word, Excel and PowerPoint a must.
- Ability to successfully complete HIPAA (confidentiality) training and maintain a strong commitment to protect personal health information.
- Self-motivated to learn new technologies.

High school diploma required with Associate or Baccalaureate degree preferred. Comparable experience may substitute for Associate or Baccalaureate degree. Physical requirements include ability to lift 20lbs, loading and unloading materials from storage to transport vehicles. Valid Arizona Driver's license. Customer service experience a plus.

Reporting Relationships

Reports directly to TAPI Program Manager

Salary Range

\$15.00-\$17.00 hourly