

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

- POSITION:** **Administrative Assistant I, Training, Safety and Process Improvement, San Francisco**
- REPORTS TO:** Director, Training, Safety and Process Improvement
- SPECIFICS:** One part time position; 20 hours; M-F
- GENERAL FUNCTION:** Under direction and according to cGMPs, SOPPs, applicable federal, State, BCP policies and procedures, performs various department clerical/secretarial functions for department director and others as assigned. Performs other duties as assigned.
- ESSENTIAL DUTIES:** Essential duties may include but is not limited to: assures quality customer service to all customers; types/word processes department correspondence, memoranda and reports; compiles and totals department statistical reports; records and produces meeting minutes; answers and directs telephone calls and assists callers with inquiries; assists with departmental special projects and functions; produces various departmental reports, schedules departmental meetings, conferences, appointments and interviews; performs record keeping, filing and other tasks as assigned.
- MINIMUM QUALIFICATIONS:**
- Education: Sufficient to successfully perform all duties and read, understand & follow policies, procedures, and regulatory materials
- Experience: Two years related experience performing clerical/secretarial tasks in a relevant area
- Other: Ability to type 50 wpm. Personal computer/computer terminal skills. Knowledge of word processing and spreadsheet applications.
- APPLICABLE SKILLS, KNOWLEDGE AND ABILITIES:**
- Excellent written and verbal communication and organizational skills; tact, and diplomacy skills are essential.
- Knowledge of modern office equipment, including personal computers using MS Office Suite, and procedures.
- Ability to work independently, pay attention to detail and adjust to heavy and changing workloads.
- Ability to organize and prioritize work efficiently within deadlines/timeframes.
- Ability to work effectively and harmoniously with the public and co-workers.
- HOW TO APPLY:** Submit current resume to Human Resources.
- SELECTION PROCESS:** Resumes received will be evaluated competitively and only those applicants with the best qualifications will be contacted and scheduled for an interview.

EOE/AA