



HEALTH ADVOCATES
COMMITMENT • EXPERIENCE • COMPASSION

Health Advocates is seeking a **Coordinator** for a client hospital site in **Sacramento, CA.**

Job Summary

Under direct supervision provides moderately complex clerical support within an assigned department. Job responsibilities include: acts as a liaison between the Client and Copy Services/Law offices, and other outside agencies, separates and logs incoming mail, enters information into computer database, receives and sends email requests issued internally or by outside providers, process internal reports and attorney requests and/or subpoenas, maintains files, records and company logs, scans, faxes, copies, and distributes various data, and performs additional related duties as required.

Qualifications

- High School diploma or GED equivalent required
- 2 or more years of experience performing moderately complex general office assignments in a government, private, or public service organization
- Basic office skills and computer literacy required
- Excellent verbal and written communication skills
- Detail-oriented with excellent organizational skills
- Ability to work independently and with others
- Strong data entry skills
- Ability to adapt and manage change in a fast paced environment
- Must be able to type 35 wpm

Working Title: Coordinator

Pay Rate: \$15.00 + per hour (Depending on Experience)

Position Type: Full-time; Non-exempt

Schedule: Alternative Work Week Schedule Mon – Thurs 6:30 am - 4:00 pm & Fri 6:30 am - 11:30 am

Other: We conduct assessment testing and post offer background checks

Benefits

Health Advocates offers a comprehensive benefits package to meet the needs of today's employees. They include: Healthcare and Insurance Benefits, Retirement Benefits, Employee Discounts, Employee Assistance Program, Credit Union, Rideshare Incentives, Employee Referral Program, Vacation/Holiday/Sick Leave and other time off.

If you're looking for an exciting career opportunity, please complete an online application at www.healthadvocates.com