

---

# Administrative Specialist-Philanthropy Admin Brklyn Hts(Job Id 18907)

**Category:** Administrative Support Non  
Clinical

**Work Schedule (Provide primary 40  
hours):**

**Employment Type:** Employee

**Exempt From Overtime:** No

**Standard Hours:** 80

**Post Date:** 10/07/2022

**Shift(s):** Days

## Description

**Location:** BROOKLYN HEIGHTS

**Biweekly Hours:** 80.00

**Shift:** 40

The MetroHealth System is redefining health care by going beyond medical treatment to improve the foundations of community health and well-being: affordable housing, a cleaner environment, economic opportunity and access to fresh food, convenient transportation, legal help and other services. The system strives to become as good at preventing disease as it is at treating it. Founded in 1837, Cuyahoga County's safety-net health system operates four hospitals, four emergency departments and more than 20 health centers.

### Summary:

Provides high-level administrative support and applies knowledge and skills to resolve complex administrative problems independently or with others. Responsible for preparing advanced presentation materials using PowerPoint and Excel; independently prepares complex documentation, reports, charts, graphs, and spreadsheets at designated intervals and as requested. Upholds the mission, vision, values, and customer service standards of The MetroHealth System.

### Qualifications:

Associates Degree with five years of progressive/relevant administrative support experience. In lieu of degree, seven years of progressive/relevant administrative support experience. Demonstrated high level of proficiency in the use of a PC and Microsoft Office Suite, especially Word, Excel, and PowerPoint (including chart preparation). Detail oriented. Excellent written and verbal communication skills. Ability to work independently. Experience within a healthcare provider organization. Ability to interact effectively with a wide range of cultural, ethnic, racial, and socioeconomic backgrounds. Preferred: Bachelor's Degree in Business or related field. Experience in a high-level support role. Strong analytical skills. Physical Demands: May need to move around intermittently during the day, including sitting, standing, stooping, bending, and ambulating. May need to remain still for extended periods, including sitting and standing. Ability to communicate in face-to-face, phone, email, and other communications. Ability to read job related documents. Ability to use computer.