



## **Job Description**

### **Office Admin Position**

**Location: Ponte Vedra Beach, FL**

**Job Type: Part-time, 20 - 25 hrs/week**

**Description** — Health Designs, a leader in worksite wellness, is seeking a stand out administrative assistant to join our growing team. To be successful in this job the individual must be highly organized, passionate about serving others and have a high standard of personal excellence. The individual must have a positive attitude and enjoy working in a small business team environment. This position supports our business operations and leadership team with administrative responsibilities.

#### Responsibilities include but are not limited to:

- Meet and greet callers and visitors
- Oversees packing and shipping
- Supply Management
- Various clerical and administrative tasks
- Supports business operations and teams with a variety of client service projects
- Supports and fosters team and vendor relationships

#### Skills include:

- Mission-Driven – passion for company mission and values.
- Organized - outstanding organizational skills, ease with multiple tasks and strong sense of task completion. Enjoys fast paced work environment. Strongly detail oriented.
- Communication – excellent interpersonal, verbal and written communication skills; ability to communicate clearly and concisely.
- Focus – follow through with deadlines and commitments; manage and organize competing priorities.
- Self-Motivation – takes initiatives and anticipates needs and actions required. Has a can-do enthusiastic attitude with a strong work ethic.
- Flexibility and adaptability - ability to succeed in a fast-paced, changing environment and be open and flexible to changing demands; pitch in where ever is needed.
- Strong computer skills including Microsoft Office, Word, Excel and Adobe Acrobat.

**Please send resumes to:** [Britney@healthdesigns.net](mailto:Britney@healthdesigns.net)

Health Designs

35 Executive Way, Suite 110

Ponte Vedra Beach, FL 32082

[www.healthdesigns.net](http://www.healthdesigns.net)