

Career Opportunity: Part-Time Administrative Assistant

Practical Data Solutions (PDS), a company that specializes in healthcare reporting and analytics, has an opening for a Part-Time Administrative Assistant to join our team. PDS is a rapidly growing healthcare technology company focused on business intelligence, support and data warehousing for healthcare organizations.

The ideal candidate will leverage a broad range of skills with a high degree of professionalism and discretion in handling a wide variety of comprehensive responsibilities. Must be detail-oriented and have strong organizational skills to effectively manage administrative tasks. The ideal candidate is dependable, engaging, organized, competent and willing to collaborate, with a track record of showing initiative and the ideal balance of experience and aptitude for learning.

The Part-Time Administrative Assistant role requires the ability to think critically and creatively to support problem-solving and ensure strong communication flow and follow-through. The ideal candidate must be flexible in this role as responsibilities and duties tend to shift frequently. The candidate must be available to work approximately 18-24 hours per week consistently.

Duties and Responsibilities include but are not limited to:

- Assist with projects, resources, customers and vendors as needed
- Answer telephones, greet guests, receive deliveries
- Assist in coordinating and scheduling meetings
- Proofread documents, and customer communications
- Assist to manage office-identify equipment needs, order supplies
- General administrative work and other duties as needed/required

Education, Knowledge, Skills and Abilities:

- Three (3) years minimum administrative assistant experience required
- Outstanding communication, organization and administrative writing skills
- Outstanding knowledge of Microsoft Outlook and Word - Excel and PowerPoint a plus
- Keen attention to detail
- Reliable, organized, dependable, helpful and a team player
- Must be personable, have the ability to effectively communicate with clients and staff, and be able to interact in a service environment
- Able to multitask and handle varied responsibilities
- Highly motivated and a natural self-starter who is eager to learn



Who We Are:

Practical Data Solutions (PDS) is a rapidly growing, nationally recognized healthcare reporting company. Since 1995, PDS has partnered exclusively with healthcare organizations to design, build and support state-of-the-art technologies employing best practices for data warehousing, business intelligence, analytics and dashboard reporting.

At PDS, our clients spend their time working *with* information, rather than working to *get* information. From turnkey cloud analytics to custom data mart design, we have one simple goal – to help our clients leverage data to improve performance and achieve ROI.

For more information about PDS, visit our website at www.pds-online.com

What We Offer:

- Ample opportunities for growth; a place where you can have a career, not just a job
- Comprehensive training program where you can develop new skills for professional/personal growth
- A stable, professional work environment
- Excellent compensation including matching 401(k)

To be considered, please send your resume with cover letter, describing why we should consider you as a candidate, to: Careers@pds-online.com.

*****E-mail only, no calls or faxes please*****

PDS will only consider serious candidates who most closely match the qualifications listed.

PDS is an Equal Opportunity Employer.