

**Service Coordination**  
Full Time Corporate Administrative Assistant  
Clarksburg, MD

**Job Summary:**

The Operations Corporate Administrative Assistant provides clerical, administrative, and project management support in various operations departments: human resources, finance, information technology, communications and marketing, and quality systems. This role performs a wide range of administrative and support activities to facilitate the efficient and effective operation of the organization. This position is generally remote, with the requirement to participate in on-site meetings as needed (typically Frederick, Owings Mills, or Columbia locations). Standard operating hours are Monday - Friday, 8:00 am to 6:00 pm (40 hours/week). Flexibility is needed to work occasional evening and/or weekend hours to meet the needs of people we support in our various programs.

**Essential Duties:**

Administrative support for the Operations Director to include: schedule management, meeting and presentation preparation, prepare and/or edit written communications, and identifying areas for improved efficiencies

- Maintain a current inventory and backlog of all Operations Departments' initiatives
- Maintain electronic corporate records and files
- Administrative support for Operations Departments' meetings such as: meeting scheduling, create agendas, create and/or compile supporting documents, complete meeting logistics, meeting minutes, and ensure action items are clearly communicated and scheduled for completion
- Create processes and systems to support efficient and effective management of projects
- Collaborate with various operations departments to ensure current policies and procedures are maintained and widely accessible, archives are created whenever appropriate, and new policies and procedures are created as needed in accordance with SCI standards
- Assist the Operations Director in special projects as needed, maintain necessary records for administrative control of the project, and create project archive upon completion containing materials such as:
  - project plan, schedule, and budget if applicable
  - charters and logs (issues, risks, lessons learned)
  - management plans for communication, cost, staffing, risk and response, schedule, quality, procurement
  - change requests and decisions
- Operate, monitor, and coordinate maintenance of agency equipment as needed
- Model and promote organizational philosophies of person-centeredness and shared leadership in all interactions with internal and external stakeholders
- Participate in meetings and training sessions that offer learning opportunities and that promote and enhance skills and professional development
- Ensure that assigned organizational project objectives are met

- Perform all duties as described, and others as required, using the foundation of the organization's philosophies and values

**Required Competencies:**

- Communication: Excellent command of English language with a high level of oral, reading, and written comprehension. Ability to type a minimum of 60 words per minute.
- Detail-Oriented: Attends to all steps and follow-ups necessary to accomplish a task. Ability to give a task undivided attention, proactively catch errors or changes
- Organizational: Ability to prioritize multiple deadlines and initiatives; exceptional project management and multi-tasking capabilities; ability to work with autonomy and flexibility.
- Performance Management: Identifies and establishes priorities based on business needs by prioritizing conflicting needs and handling all matters expeditiously, proactively and following through to successful completion. Demonstrates ability to organize and achieve high performance goals while working remotely with little to no supervision. Willing to take alternative actions given appropriate justification. Forward-thinking to proactively prioritize and anticipate steps and contingencies when addressing tasks
- Teamwork: Ability to work collaboratively with all departments within SCI

**Supervisory Responsibilities:**

- This position has no supervisory responsibilities

**Education Required:**

- Bachelor's Degree preferred. Associate degree in business related field. High school diploma or GED with 7+ years' administrative experience will be considered in lieu of degree

**Experience:**

- Proficiency in Microsoft Office Suite
- 2-5 years' administrative experience with bachelor's degree
- 3 -7 years' administrative experience with associate degree
- Experience with project management/event planning preferred

**Physical Demands:**

- Generally, presents standard office environment. Must be able to remain in a stationary >50% of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, printer, and mobile Smartphone device. Constantly positions self to comfortably maintain computer equipment. May occasionally be required to move office equipment weighing between 10-25 pounds. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. This job description is subject to change at any time.

SCI does not sponsor for immigration, including for H-1B, TN, and other non-immigrant visas, for this role.

***Disclaimer:*** The recruitment process is approved by Service Coordination Inc.'s Recruitment Committee and subject to change based on business needs.

In recognition of the continuing COVID-19 pandemic, Service Coordination Inc (SCI) is committed to maintaining a safe and healthy workplace. Because of this, SCI is requiring all new hires to be fully vaccinated. New hires will be required to provide proof of vaccination status as part of the on-boarding process. SCI provides reasonable accommodations, absent undue hardship, for medical reasons under ADA and for employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. You may request reasonable accommodation or other exemption to Stephanie Bidle at sbidle@sc-inc.org or 240-409-1873.

Service Coordination is an equal opportunity employer and committed to the full inclusion of all qualified individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, hair texture or protected hairstyle, veteran status, or genetic information. Service Coordination is also committed to providing equal opportunity and access to individuals with disabilities by ensuring reasonable accommodations are provided to participants in the job application or interview process. To request a reasonable accommodation, contact Stephanie Bidle, HR Manager, at sbidle@sc-inc.org or 240-409-1873.

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