

Ad for Administrative Supervisor

Louisiana Office of Public Health STD/HIV/Hepatitis Program (OPH SHHP), in conjunction with AcadianaCares, is hiring for the Administrative Supervisor, a full-time position. Under the direct leadership of the Administrative Manager, the Administrative Supervisor will supervise unit administrative staff for the OPH SHHP by training staff on work-related issues, orienting, providing guidance, and support, training clerical employees, assigning, monitoring, and evaluating work, and identifying development needs as well as approving and monitoring leave via Paylocity.com,

Renews annual SHHP Confidentiality & Security Checklist. Works with Health Systems to update annual REDCap surveys. Distributes surveys and collects records for yearly renewal. Take minute notes for weekly leadership, SHHP, and AcadianaCares biannual contract meetings, manage and distribute monthly unit accomplishment reports, disseminate all-staff meeting invitations, completing and routing paperwork for OPH leadership - MOUs, CEAs, LOIs, Travel Authorizations, SHHP fiscal-related documents, and other duties as assigned.

Minimum Qualifications:

A Bachelor's degree in business administration and public administration or related field or training must include coursework in business management or at least four (4) years or more experience in professional administrative roles, such as office manager, program administrator, and administrator supervisor.

Requires extensive skills in taking minute notes, setting up Zoom meetings, using Outlook for mail and Schedule Assistant, Microsoft Professional Plus, Windows 11 Pro, DocuSign, and Adobe Acrobat DC are strongly preferred.

Open Until Filled, and Applicants should submit a resume to SHP_Resumes@la.gov
EOE/AA Employer.