

Administrative Supervisor

Acadiana CARES, in conjunction with the LA Office of Public Health STI/HIV/Hepatitis Program (OPH SHHP), is hiring for the Administrative Supervisor, a full-time in-office position. The Administrative Supervisor will provide supervision and guidance to the clerical support staff, approve payroll, serve as a liaison with the office building, and be responsible for all logistics associated with the smooth functioning of an office. Other duties include, but are not limited to, setting up meetings, note taking for meetings, running reports, completing and routing documents, disseminating information, handling property control, and providing administrative support to the management team.

Minimum Qualifications:

A Bachelor's degree in business administration and public administration or related field with three (3) years of relevant professional-level experience and at least one (1) year of supervisory experience is required. Substitutions can include an Associate Degree with at least five (5) years of directly related experience and 1+ years of supervisory experience or training in administration, clerical, or business with at least five (5) years of experience in professional administrative roles, such as clerical, secretarial, or bookkeeping. Demonstrative initiative, independent decision making, and accountability are necessary. Some statewide travel is required.

Requires outstanding organizational and advanced administrative skills and the capacity to manage several detail-oriented projects simultaneously. Excellent oral and written communication skills with extensive skills in taking minute notes. Strong working knowledge of Excel, PowerPoint presentation development, and proficiency in Microsoft WORD. MS Access is a plus.

Preferred: Experience working in local, state, or federal programs.

Open Until Filled: Applicants should submit a cover letter, resume, and three professional references to SHP_Resumes@la.gov. Must reference the job title in the subject line. EOE/AA Employer.