



## **Administrative Assistant at Moab Regional Hospital**

Moab Regional Hospital is seeking a full-time Administrative Assistant to join our team. This position is split between two main areas of responsibility. One is to provide administrative support to our mental health and recovery services department and will require a significant amount of data entry (approx. 20 hours/week). The second is to provide clerical support to the hospital administration team. The right person for the job will have a great attitude and an eye for detail. Ability to maintain confidentiality and strong critical thinking skills are a must. The right candidate will be equally as comfortable working independently with minimal supervision and as part of a small team. This is a full-time (40 hours/week), year-round position.

### **What makes Moab Regional Hospital a great place to work?**

- Wide range of benefits, including insurance, retirement, and paid time off
- Collaborative and supportive workplace
- Professional growth opportunities including continuing education, trainings, and more!

Our people make the difference. We promote from within and support our staff as they build careers in healthcare. Our employees are energetic, collaborative, and passionate about serving our community. You can enjoy steady work and still have plenty of time to enjoy all that the Moab area has to offer.

### **Minimum Qualifications**

- Comfortable independently managing dynamic workloads.
- Able to receive sensitive information professionally and maintain confidentiality at all times.
- High level of comfort with Microsoft Office Suite and technology in general (copiers, fax machines, printers, computers, etc.).
- Some schedule flexibility to attend after-hours meetings and events.
- Highly organized and detail-oriented.
- Willing to take on other duties as assigned.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

**To apply, please submit your RESUME and COVER LETTER to [jobs@mrhmoab.org](mailto:jobs@mrhmoab.org). In your cover letter, please describe why you want to work at Moab Regional Hospital. If you don't already live in the area, please describe why you want to move to Moab, Utah. Cover letters are required to be considered for this position.**

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

This job ad is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to the job.