SEQUOIA JOB DESCRIPTIONS

Administrative Assistant

SEQUOIA
Integrative Medical Services

The administrative position exists to develop and enhance Sequoia's Human Resources function and be a support to all Sequoia employees.

JOB TITLE: Administrative Assistant

JOB LOCATION: Remote / Hybrid

BENEFITS: Varies based on FT or PT, health insurance stipend, travel reimbursement (gas card), PTO

DUTIES & RESPONSIBILITIES:

- Works with Sequoia Directors to understand and execute Sequoia's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the recruitment, interviewing, and hiring of qualified job applicants under the direction of Sequoia Directors to meet organizational needs.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Analyzes industry compensation and benefits to determine adequate offerings to employees and candidates.
- Develops and maintains policies and procedures.
- Performs other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office or related software.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility document form upon hire.