Office of Health Policy and Planning
Administrative Support Specialist Position

The Division of Health Planning & Resource Development, located within the Office of Health Policy and Planning, is seeking potential candidates for the position of Administrative Support Specialist to perform a variety of administrative and clerical tasks. The Administrative Support Specialist will be responsible for providing support to the Office Director, Division Chief, and office staff, assisting in daily office needs, and managing the office’s general administrative activities. An ideal candidate is proficient in Microsoft Office and general office management procedures, extremely organized, meticulous with details and planning, and has excellent project management, time management and customer service skills. Previous administrative experience is preferred but is not required for this position.

The job duties for this position include the following:

- Provide administrative support including, but not limited to, managing calendars, scheduling meetings, answering phones, taking detailed messages, and covering the reception desk.
- Draft and prepare correspondence including composing and distributing emails, memos, letters, faxes, and forms.
- Facilitate inter-departmental communication by being a liaison between upper management and staff.
- Process office payment requests, track payment status, and resolve payment issues; maintain contracts, employee timesheets and leave, and ensure monthly/bi-weekly payroll is completed accurately and on time; prepare and monitor invoices; organize and file electronic and physical documents.
- Compile data and information needed to facilitate public records requests, hearings, and other office publications and filings.
- Maintain frequent contact with various officials, public and private groups for the purpose of communicating and exchanging information as well as interpreting rules and regulations of the Department.
- Maintain supply inventory, anticipate and order needed supplies, verify receipt of supplies, and complete office property audits.
- Handle sensitive information in a confidential manner.
- Perform other related duties as assigned.

To apply, please send your resume to morhpc@msdh.ms.gov with Administrative Support Specialist in the subject line.