



### **Senior Administrative Assistant**

This individual will prepare and coordinate requests for proposals with extensive attention to detail while maintaining accuracy of files and databases. Will organize various staff meetings and sub-group meetings, preparing minutes, memos, and letters for senior management. Bachelor's degree desired with at least 8 years of office administrative experience preferably in healthcare setting. Must have the ability to maintain calendar of events such as meetings, appointments, travel arrangements, etc., and reviews, answers, and routes, as appropriate, all incoming mail (voice, paper, and electronic) contact. Proficiency in Microsoft Office applications – Word, Excel, and PowerPoint under pressure required.

Cover letter and resume to:

FMQAI

5201 W. Kennedy Blvd, Ste. 900

Tampa, FL 33609

FAX: (813) 354-1319

E-mail: [HR@FMQAI.COM](mailto:HR@FMQAI.COM)

No phone calls please.

Complete benefit package.

*Drug test/background check/EOE.*