

Job Title	Administrative Assistant
PVN ID	QC-1601-000930
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	CBNS
Status	Full Time
Annual Salary	\$34,000.00 - \$36,000.00
Hour(s) a Week	35
Closing Date	Jan 27, 2016 (Or Until Filled)

General Description

POSITION AVAILABLE

The Barry Commoner Center for Health and the Environment at Queens

College is one of the lead organizations in the Worker Health Protection Program, which gives free medical screening examinations and education to former Department of Energy (DOE) nuclear weapons production workers. The purpose of the medical surveillance program is to evaluate the health impact of past exposures to hazardous chemicals and radiation. This would be an exciting project for someone with environmental and/or labor interests.

JOB DESCRIPTION

BCCHE is looking for an administrative assistant to provide administrative and clerical work as part of the medical screening and surveillance program of former workers at the various DOE facilities they we are currently screening.

The individual will be assisting with all aspects of the screening program but will focus on the following areas:

1. File medical results
2. Assist in mailing program information to potential participants
3. Review and edit medical results letters generated by program physicians
4. Enter medical data into a FileMaker database
5. Participate in regularly scheduled program meetings

We hope to have the new person start working as soon as possible to fill an unexpected vacancy.

Any questions, call Ms. Ortega at 718-670-4203 or 718-670-4180.

BCCHE is an equal opportunity employer

Other Duties

Qualifications

Qualifications: Must be comfortable with standard computer programs including Microsoft office. Prefer person with an interest or background in public health issues.