

ADMINISTRATIVE ASSISTANT II

Reporting to the Chief legal Officer, or their designee, the Administrative Assistant will provide support to the Compliance, Legal and Risk Management departments of SolutionHealth, supporting both the Nashua and Manchester campus departments. The Administrative Assistant will perform diverse administrative duties, as outlined below:

- Provides administrative support to the Legal, Compliance and Risk Management departments, to include but not limited to, management of supplies and office equipment, incoming and outgoing mail, incoming telephone calls, project support, scheduling of appointments and managing travel logistics, payment of bills, and interacting with external parties including personnel from various government agencies and courts, prosecutors, law enforcement and outside counsel for the organization and third parties.
- Provides support for litigation, including litigation file management, organization of medical records, assistance with claims history and coverage verification

issues, and management of legal bills.

- Maintains corporate books, meeting minutes and agendas, as requested.
- Assists with the preparation of filings for Secretary of State's Office and other regulatory bodies, including trade names and entity licenses.
- Receives, logs and processes subpoenas and other legal requests, e.g., search warrants.
- Prepares materials for the Institutional Review Board (IRB) monthly meetings, maintains files, and assists with other activities, as requested.
- Manages requests for claims histories with third party administrator.
- Manages requests for certificates of insurance with Director and broker, and assists with compiling information for annual insurance renewals

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