



Job Description

Title: Administrative Assistant-Clerical Entry Level Position

Company: HPC International, Inc.

Location: Crown Point, IN (office position)

Hours: M-F 8am-4:30pm

Compensation: Hourly

Are you a driven, enthusiastic people-person with experience providing excellent support & customer service? If so, we want to talk to you!

HPC is looking for a highly motivated individual with 2+ years professional experience with administrative support, expense management and payment processing in a B2B (business to business) setting.

This is a full-time support position, working in our Crown Point Office, Monday through Friday in our Education Manager division. To learn more about our Education Manager solution please go to our website at <https://www.hpcinternationalinc.com/Home/Education>. There are **two videos** on the webpage that explain the Education Manager Solution, what it is and how it works. Please watch both videos to get familiar with the service you will support for this position.

What We Offer:

- Generous hourly wage.
- Multiple options for health, life, dental and vision insurances, plus both short- and long-term disability plans.
- 401k and Profit-Sharing Plan.
- Generous Paid Time Off plan plus 12 annual holidays.

What You'll Be Doing:

HPC's Education Manager team manages educational expense requests for employees of large healthcare organizations.

- Process incoming client requests for educational expenses from their employees by:
 - entering new requests into HPC's online portal system
 - for book/magazine requests, collaborate with HPC's BooksourcePlus department to determine best pricing and supplier for the item(s) requested
 - securing pre-approval for each requested expense

- facilitating payment to the vendor for each pre-approved expense
 - for conference and course requests, complete the registration process on behalf of the employee.
 - logging all details and supporting documentation in the online portal system
- Assist Account Managers with general email/phone correspondence and customer service excellence with assigned client's employees about their expense requests.
 - Assist Account Managers with preparing quarterly reports (Excel/PPT) for assigned EducationManager™ client accounts to track program participation and savings achieved through HPC's service.

Knowledge/Skills:

- Strong mathematical, analytical and organizational skills
- Reliable and able to work well in a collaborative team environment.
- Self-motivated, enthusiastic, and positive attitude
- Excellent verbal and written communication skills
- Comfortable in communicating with and dealing directly with customers and vendors.
- Position requires flexibility, careful attention to details, and ability to multi-task.
- Position requires proactive and excellent follow-up skills.
- Ability to effectively prioritize and execute tasks in a fast-paced environment.
- Maintains high standards of conduct and integrity and demonstrates good judgment.

Education/Experience:

- High School Diploma or equivalent.
- Some college level education preferred.
- 3+ years customer service and/or accounting experience in business-to-business setting
- Excellent computer skills including Microsoft Office applications (Excel, Word, and PowerPoint).

ABOUT OUR COMPANY

Who We Are:

The best hospitals in America share a commitment to education, but it costs them. A typical health system can invest up to \$10 million annually on education. Yet, \$1 million of that is inefficient waste stemming from few controls and lack of oversight, because there's no one leader or central department with full accountability for all education-related needs of the organization.

HPC International, Inc. developed a revolutionary system for managing education spending and activity that's proven, effective, easy-to-implement, and requires no extra staff. ***HPC's Education Management System leverages all your educational spend and offers all the training products and research support you need from one source, with a turn-key administrative solution you simply drop into your operation and power on – saving you time and reducing costs by an average 10% annually.***

Our system is made of 3 components, each powered by our team of specialists and our proprietary online portal called the HPC S.M.A.R.T. Hub to deliver Sandardization, Management, Aministrative support, Reduced costs, and Transparency.

1. **HPCEducationManager**
2. **HPCLibrarian**
3. **HPCBooksourcePlus**

Managing healthcare education can't always be your sole focus, but it's ours, and it's what we do best. Learn more at www.hpcinternationalinc.com.

HPC, the education management system for America's best hospitals.

Sounds great, right? Here's what's next –

Apply online or email your resume to careers@hpcinternationalinc.com.

HPC International, Inc. ("HPC") is a certified diverse MBE (Minority-owned Business Enterprise) and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HPC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HPC expressly prohibits any form of unlawful employee or applicant harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HPC's employees to perform their expected job duties is absolutely not tolerated.

All employed positions at HPC are at-will employment positions and may be terminated at the discretion of the Company.