



JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

REPORTS TO: Managing Member, Director of Operations, Clinical Operations Director

SUPPORTS: Executive Clinical Admin, Executive Coordinator, Executive Department Admin

JOB TYPE: Full-time, Salary, exempt

OVERVIEW: The Executive Administrative Assistant provides advanced-level administrative support and organization to executive(s) at the Vice President and Director levels and ensures the efficient and effective provision of data and information. This position organizes schedules, manages deadlines, pays close attention to details, and exhibits professional customer service skills to internal and external visitors. This position reports to the Director of Operations.

RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time with reasonable accommodation.

- Anticipates problems, critical issues and/or opportunities and acts accordingly.
- Arranges and schedules a variety of meetings, initiates and responds to requests for scheduled time, maintains current and accurate calendars to ensure efficient scheduling, minimizes conflicts and ensures deliverables.
- Ensures Executive Team is prepared for appointments by anticipating and gathering necessary materials for each meeting, including meeting agenda.
- Handles sensitive information and confidential business matters with a high degree of discretion.
- Plans, creates and coordinates executive-level communications, policies, and presentations by utilizing advanced Outlook, Word, PowerPoint, and Excel.
- Prepares agendas, assembles and organizes materials, performs necessary follow-up actions, initiates reminders and records/transcribes minutes of meetings and/or presentations to various internal and external audiences, committees and Boards to ensure the thorough preparation, organization and documentation of activities and outcomes.
- Provides suggestions for new methods of working for improved effectiveness and efficiency.
- Provides support to other staff, as needed; works effectively in a team environment.

- Performs miscellaneous job-related duties as requested.
- Provides PCC Coverage as needed.
- Supports Research Studies Coordination.
- Provides support and data entry with Accounts Payable, using QuickBooks, and other internal AP practices.
- Handles TOS monies, has high attention to detail, performs deposit functions.
- Purchasing/Supply/Ordering Coordinator for office and medical supplies at all clinic locations.
- Creates, runs, and delivers a series of financial, production, and marketing reports.
- Prepares requested reports from Athenahealth.
- Supports HR needs by posting job ads, conducting/scheduling interviews, and training – if/when appropriate.
- Supports other HR tasks, i.e., payroll, background checks, drug screenings, employee files.

MINIMUM POSITION REQUIREMENTS:

Education & experience: Minimum education requirement is an Associate's Degree, Bachelor's Degree preferred. Minimum of three years-experience in an Executive Assistant Role or similar work experience required. Professional leadership experience, and supervisory skills experience is a plus.

Special Skills/Equipment: Bilingual English/Spanish is a plus. Must provide proof of current driver's license and auto insurance.

Expectations: Attendance and punctuality is necessary. Ability to work well with a multidisciplinary team. Ability to problem solve and be self-motivated. Must have a commitment to excellence and high standards. Must have excellent written and oral skills, strong organizational, problem-solving and analytical skills. Must have ability to multitask, manage priorities and workflow. Required to have versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm and have acute attention to detail. Able to operate computer software with training. Expected to have strong interpersonal skills and have the ability to understand and follow written/verbal instructions. Able to work independently with little or no supervision. Required to have the ability to deal effectively with a diversity of individuals at all organizational level and with external customers.

Physical Requirements and Work Environment: **The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Ability to operate office requirement, including computer and copier equipment.

Must be able to sit or stand for long periods of time, with occasional walking. Ability to bend and lift up to 25 pounds. Hearing and vision required.

SALARY/BENEFITS:

Compensation depends on experience and is competitive. Competitive benefits package: paid holidays, PTO, medical/dental/vision insurance, AD&D insurance, travel reimbursement, employee assistance program.

Starting pay is \$40,520.00 per year.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. My signature below is to acknowledge that I have received a copy of this job description. I have read and I understand the information contained herein. If I have any questions about the content of this job description, I can contact my Supervisor/Manager or Human Resources.

Employee Name (please print)

Employee Signature

Date