



healthcurrent

Executive Assistant

Job Title: Executive Assistant
Reports To: Chief Executive Officer
FLSA Status: Full-time, Exempt

Summary

The Executive Assistant will provide administrative assistance primarily to the Chief Executive Officer. This position demonstrates professional poise, maintains highly confidential information, requests data from various sources and compiles reports, composes written business communications, presentations, manages schedules, arranges appointments, meetings and travel plans, and manages expense reports.

Duties and Responsibilities include the following:

- Performs administrative duties for the CEO such as coordinating presentations, preparing business correspondence, setting up and maintaining files, and screening telephone calls and emails to ensure the flow of information and activity are handled professionally and prioritized appropriately
- Conserves CEO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications
- Maintains executive appointment calendar/schedule by planning and scheduling meetings, conferences, teleconferences and travel itineraries/logistics
- Plans, prepares, and participates in meetings. Prepares agendas, records meeting minutes, and develops and manages action item trackers including driving action items to closure
- Manages general follow-up and generates reminders in order to effectively meet deadlines and commitments
- Creates presentations, documents and general correspondence
- Prepares reports by collecting and analyzing information
- Makes high level contacts of a complex and confidential nature both inside and outside the organization. Maintains customer and employee confidence and protects operations by keeping information confidential
- Organizes electronic files
- Prepares expense reports
- Assists with meeting set-up, including video conferencing, audio and food/beverages
- Assists with administrative duties for other executive team members, on occasion

- Supports marketing department with various events management activities, on occasion
- Performs other duties, as required

Qualifications

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills

- Excellent computer skills with strong proficiency in Adobe Acrobat Pro, SharePoint and Microsoft Office products including: Word, Outlook, Excel and PowerPoint
- Excellent proficiency with document formatting and layouts
- Strong professional written and verbal communication skills
- Ability to work well both as a team player and independently with minimal supervision
- Excellent time management and organizational skills with a strong focus on accuracy and attention to detail
- Must be organized with the ability to prioritize, multi-task and meet deadlines
- Ability to convey a strong presence and professional image
- Ability to work in a fast-paced and rapidly changing environment and consistently meet strict deadlines
- Strong interpersonal, relationship and networking skills to build and maintain effective professional relationships across all areas of the organization and with external stakeholders
- Flexible, adaptable and responsive to changing requirements
- Must be punctual and reliable

Education/Experience

Bachelor's degree is preferred as well as three to five years senior level administrative experience. Knowledge of Arizona health care environment a plus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes availability to work non-regular hours as necessary, ability to periodically drive to and from clients, conferences and events, and limited travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands

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. An employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include

close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and talk or hear.