



Executive Assistant JOB DESCRIPTION

Position Title:	Executive Assistant	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Administration		
Reports to:	Chief Executive Officer		
Last Update:	April 9, 2018		

Job Summary

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be especially well organized, flexible, and enjoy the challenges of supporting an administrative team of diverse people and programs. The ability to interact with people (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level

Essential Functions

- Promote the mission, vision, and values of the organization
- Provide full executive support to the CEO and represent the CEO and Administration to the public through personal, telephone, and electronic communications
- Provide administrative support to the Administrative Team including Chief Nursing Officer, Chief Human Resources Officer, and Chief Financial Officer
- Responsible for day-to-day office operations and record keeping systems
- Prepare and edit correspondence, communications, presentations, and other documents
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings
- Responsible for recording the minutes for Administrative Council, Finance Committee, Compliance Committee, Board of Trustees Meeting, and any other meetings/committees as necessary.
- Oversee and manage facility contracts ensuring all elements are complete prior to presentation to CEO for approval
- Oversee and maintain the facility intranet
- Maintain an efficient flow of work in the department
- Responsible for the production of monthly calendars for Administrator on Call, Rounding, etc.
- Responsible for uploading all on call calendars onto the intranet
- Coordinate travel arrangements for management, physician recruitment, physician education, conferences, etc
- Organizes and ensures administrative policies are routinely reviewed and kept up to date
- Assist Administration in taking patient complaints, recording them in the appropriate software, and resolving issues independently as appropriate

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain confidentiality at all times.
- Provide excellent customer service.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Minimum 3 - 5 years of experience supporting administration at the executive level required
- An Associate Degree, or higher, in business administration, administrative assistant, or related field preferred
- Excellent computer skills. Proficiency in MS Windows and Office (Word, Excel, PowerPoint, Publisher, and Outlook).

Knowledge, Skills, and Abilities

- Knowledge of administrative services.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial, and other information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving customers, physicians, or others in a professional manner.

Physical Requirements and Environmental Conditions

- Work is generally performed during regular work hours, but may require extended and/or weekend hours for urgent issues or to meet established timeframes.
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Position requires frequent use of the computer.
- Position requires continual mental concentration and specific attention to detail.
- Position requires sitting for approximately 4-6 hours per day and walking for 2 hours per day.
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date