



## Job Description: Executive Assistant

**Job Title:** Executive Assistant

**Position Summary:** Maintains designated Executive Leadership Team (ELT) members' schedules by planning and scheduling meetings, conferences, teleconferences, and travel. Assists ELT and management team members with daily activities, transcribing, and special projects. Responsible for filing and organizing business files. Prepares documents for review and presentation by Board of Directors, committees or other meetings as required by ELT members. Assists with planning and execution of employee events. Must maintain a high level of confidentiality and professionalism.

**Supervision Received:** Assigned Director

**Supervision Exercised:** None

**Hours Per Pay Period:** 80

Full-Time  
 Exempt

Part-Time  
 Non-Exempt

### Education/ Qualifications:

1. Bachelor's degree or minimum five years administrative or executive experience required
2. Strong experience with computer systems and applications
3. Accurate data entry skills
4. Proficient computer skills and typing ability of 60 wpm or higher

### Skills and Abilities:

1. Ability to simultaneously handle multiple projects and responsibilities
2. Tact, diplomacy, and the ability to maintain confidentiality
3. A strong work ethic and an excellent attention to detail
4. Maturity and a professional presentation, communication, and appearance
5. Ability to work effectively with others and facilitate teamwork and cooperation
6. Ability to apply policies and principles to solve everyday problems and deal with a variety of situations
7. Self-directed, willing to research for further information when needed

### Equipment Used:

1. Computer
2. Telephone
3. Copier
4. Facsimile

### Knowledge:

1. Knowledge of organization policies, procedures, and systems

2. Knowledge of office management practices and secretarial procedures
3. Knowledge of computer word processing programs, systems and other software, including Microsoft Word, Outlook, Excel, and Access
4. Knowledge of medical terminology
5. Knowledge of grammar, spelling, and punctuation to type from draft copy, review and edit reports, and correspondence
6. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately

**Essential Functions:**

1. Acts as a representation of Genevive, the CEO, and the Executive Leadership team; responsible for conducting oneself in a manner consistent with the company mission, values, ethics, policies, and code of conduct
2. Schedules and coordinates meetings and appointments, briefing on items for consideration on a regular basis with designated ELT members
3. Monitors all incoming calls, messages, and mail handling independently with a high degree of discretion and alerts designated ELT members to necessary immediate action
4. Serves a resource person, providing interpretation and application for departmental policies, procedures, guidelines, and practices
5. Assists ELT and management team members in preparing documents and presentations
6. Provides administrative support including word transcribing, processing and typing, composing and proof-reading correspondence, indexing, and filing documents
7. Serves as intermediary between ELT and staff to provide support when possible; may provide work direction and training for employees
8. Attends meetings as assigned, records minutes, and reports on action items
9. Develops and implements office procedures related to coordination of interoffice communication, records, and systems
10. Assists with development and implementation of operational plans for addressing the business needs of Genevive
11. Gathers information and develops summaries as requested
12. Compiles reports from data base and existing records
13. Assists with planning and execution of employee events, all company meetings, etc.
14. Upon notification of bereavement, supports notification to ELT and coordinates sending of flowers, cards, etc. as requested
15. Assist with promotional materials including website management, designing ads, reviewing and refining current Genevive publicity
16. Maintains strictest confidentiality and complies with HIPAA
17. All additional duties as assigned

**Physical/Mental Demands:**

1. Requires standing and prolonged sitting associated with a normal office environment

2. Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment
3. Requires the use of office equipment, such as copiers, computers, telephones and facsimile machines
4. Must be able to prioritize activities when faced with competing 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

**Environmental/Working Conditions:**

1. Work is performed in a normal office environment
2. Contact with staff, physicians and nurse practitioners is frequent and occasionally interruptive
3. May view computer screens for long periods of time
4. Work may be repetitious at times
5. This description is intended to provide only basic guidelines for meeting job requirements; responsibilities, knowledge, skills and abilities, and working conditions may change as the company evolves

(The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)