



Genevive

Job Description: Executive Assistant

Job Title: Executive Assistant

Department: Business Operations

Position Summary: This position will be responsible for scheduling management and general executive administrative support for the Genevive Executive Leadership Team. The EA will do full calendar support/coordination, email management, technology, and document support for team members. Assists with planning of all employee events including day of preparation and take down. Must maintain a high level of confidentiality and professionalism.

Supervision Received: Office Manager

Supervision Exercised: None

Hours per Pay Period: 80hrs

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Education/Qualifications:

- Bachelor's degree or minimum five years administrative or executive experience supporting multiple leaders required
- Strong experience with computer systems and applications
- Expert administrative skills including typing, data entry, and project management experience
- Expert level ability with Microsoft products, Adobe Acrobat, and Canva

Skills and Abilities:

- Ability to simultaneously handle multiple projects and responsibilities
- Tact, diplomacy, and the ability to maintain confidentiality
- A strong work ethic and excellent attention to detail
- Maturity and a professional presentation, communication, and appearance
- Ability to communicate effectively across the entire organization from entry level to executive staff members
- Ability to work effectively with others and facilitate teamwork and cooperation
- Strong relationship building skills
- Ability to apply policies and principles to solve everyday problems and deal with a variety of situations
- Self-directed, willing to research for further information when needed

Essential Functions:

- 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



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- Schedules and manages meetings for all ELT members, including coordination of materials, space, food, technology, and set up/take down as needed
- Monitors incoming calls, messages, inbox, and mail handling independently with a high degree of discretion and alerts designated ELT members to necessary immediate action
- Assists ELT and management team members in preparing documents and presentations including proofreading and editing as necessary
- Provides administrative support including word transcribing, processing and typing, composing and proof-reading correspondence, and organizing computer files
- Attends meetings as assigned, records minutes, and reports on action items
- Develops and implements company wide communication tools to effectively distribute information to employees
- Gathers information from ELT members and develops summaries as requested
- Compiles reports as requested from ELT members
- Assists with planning and execution of employee events, all company meetings, etc. to include meeting space, food, and technology
- Upon notification of bereavement, supports notification to ELT and coordinates sending of flowers, cards, etc. as a back up to HR
- Provide project support to all ELT members as needed
- Provide back up to Office Manager as requested
- Maintains strictest confidentiality and complies with HIPAA
- All additional duties as assigned

Physical/Mental Demands and Work Environment:

- Hybrid work environment
- Work is performed in a normal office environment
- Contact with staff, managers, physicians, and nurse practitioners is frequent and occasionally interruptive
- May view computer screens for long periods of time
- Requires standing and prolonged sitting associated with a normal office environment
- Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment
- Requires the use of office equipment, such as copiers, computers, telephones and facsimile machines
- Must be able to prioritize activities when faced with competing demands

The 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.

Employee Signature _____ Date _____