

Simplified Medical Management, LLC

Job Description – Senior Executive Assistant

Department: Executive

Reports To: CEO

Position: Full-time

Job Category (FLSA status): Non-exempt

Approved By: James Leitner, CEO

Revision Date: 11/1/2018

Effective Date: 11/1/2018

Purpose

Responsible for working independently and under the direction of the Chief Executive Officer (CEO). The Senior Executive Assistant provides a full range of administrative and supportive type functions for the CEO to increase the time available for executive level responsibilities. This position handles a wide variety of situations and is responsible for confidential and time sensitive material. Other duties include facilities management, Travel arrangements, function planning, and key account management.

Essential Duties and Responsibilities

EXECUTIVE ASSISTANT

- Prepare and edit documents of a confidential nature under tight timelines.
- Prepare routine and advanced correspondence including letters, memoranda, and reports.
- Manage and maintain schedules, appointments, and travel arrangements for the CEO and others, as needed.
- Answer and manage incoming phone calls for the CEO.
- Coordinate company events, functions, meetings, and organize catering.
- Prepare agendas and handouts for meetings.
- Prepare follow-up documentation for meetings, including minutes and notes along with briefing other employees as directed.
- Ensure timely follow-up to the CEO's directives, including the effective dissemination of pertinent information to senior management and other relevant staff.
- Act as a Liaison for the CEO with internal staff on all levels.
- Coordinate project-based work for the CEO.
- Perform other official duties and individual assignments requested by the CEO.
- Execute special projects as directed.
- Complete industry-specific tasks as directed.
- Coordinate routine and emergency facility maintenance.
- Maintain the conference room areas.
- Organize conference/meeting room bookings.
- Perform other clerical duties as needed.

EOS COORDINATOR

- Update and maintain Level-10 weekly meeting agendas.
- Update Level-10 scorecard weekly and physicians' scorecard monthly.
- Update and maintain Accountability charts.
- Attend quarterly planning meetings and monthly physician meetings.

Knowledge, Skills, and Abilities

- Ability to demonstrate a high degree of trust and confidentiality.
- Ability to work independently and assume assigned responsibilities.
- Ability to multi-task, manage time effectively, and establish priorities.
- Skilled in efficiency, organization, time management, and prioritization.
- Ability to be flexible and function well in a fast-paced environment.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to use the phone and internet for research, schedule travel, and plan company events.
- Ability to communicate effectively and relate to people of different cultures.
- Ability to apply common sense and understanding to carry out instructions in written, oral, or diagram form.
- Ability to read and interpret documents such as compliance bulletins, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to prepare documents for distribution.
- Ability to proofread and correct documents, correspondence, and reports.
- Ability to calculate figures and amounts.
- Ability to apply concepts of basic math, algebra, and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to present a professional appearance.
- Ability to speak effectively before groups of customers or employees of the organization.
- Skilled in gatekeeping.

Education and Experience

Bachelor's degree and a minimum of 2 years related experience preferred; **or** at least four years related experience and training; or an equivalent combination of education and work experience considered.

Computer Skills

- Expert level knowledge of Microsoft Windows, Microsoft Office Products, especially Word (formal correspondence, reports, presentations), Excel (high-level formula, lookups, analysis, reporting), Outlook, Visio, and PowerPoint as well as Adobe Acrobat.
- Expert level Knowledge of e-mail/scheduling software applications.
- Basic level Knowledge of CRM systems.

Mental Work Demands

- Regular and on-time attendance.
- Hours could exceed 40 hours per week.
- Occasional travel by conventional means including aircraft, motor vehicle, and the like within the region and to other locations as required.

Other Work Demands

- Regular and on-time attendance.
- Excellent communication skills
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.
- Strong presentation skills.
- Strong organizational and time management skills.

Work Environment

- The noise level in the work environment is usually moderate.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Simplified Medical Management, LLC is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate in regards to applicants or employees and will make reasonable accommodation when necessary.

If hired, I would be able to perform the essential functions of the job with or without reasonable accommodation.

Signature

Date