



### **Executive Assistant**

Reports to: Executive Director and Human Resource Director

Classification: Non-Exempt

Status: Full-Time

### **Job Summary:**

Responsible for: **1)** Management of all administrative aspects of the executive Directors office.

**2)** Assist in HR duties necessary to maintain compliance with all federal and state laws and regulations.

### **Essential Functions:**

1. Perform general administrative duties for Executive Director to include, but not limited to, copying, faxing, mailing, and filing.
2. Maintain Executive Director's office calendar to coordinate workflow meetings.
3. Serve as backup for front desk receptionist.
4. Prepare responses to correspondence containing routine inquiries.
5. Run Agency reports, track and organize statistical data in Excel.
6. Perform administrative tasks and support for Human Resources.
7. Assist with specialized projects and events.
8. Arrange and provide support for internal/external management level meetings, meeting preparation and refreshments including taking minutes, and the distribution of pre and post meeting agendas, programs, presentations/briefing documents.
9. Coordinate on and off-site meetings as requested by the Executive Director.
10. Make travel arrangements as needed for staff development.
11. Maintains integrity of agency policy and procedure manuals.
12. Assist with tracking of vendor contracts.
13. Serve as recording secretary for Board of Directors.
14. Assist with hiring process and prepare new employee forms used for CWHT onboarding.
15. Attend mandatory meetings.
16. Other duties as assigned by management.

### **Job Requirements:**

1. High School diploma or equivalent.
2. Excellent written and oral communication skills.
3. Maintain confidentiality in all aspects of patient staff and agency information.
4. Able to work independently or as part of a team.
5. Ability to handle multiple tasks with shifting priorities.
6. Demonstrates proficiency & accuracy in MS Office
7. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and facsimile machines.
8. Willing to become BLS certified and maintain certification.
9. Experience in electronic communications
10. Must be able to sit for up to two – three hours of time, and lift equipment weighing up to 15 pounds.
11. Must be able to work in a variety of positions including but not limited to stooping, kneeling, crouching, crawling, sitting etc.
12. Must have dependable transportation and a valid driver's license.

Revised	Reviewed
1/25/24 PD	