

Executive Assistant to President/CEO and Director of Finance and Administration – Area L AHEC

Position Summary:

Provide high-level administrative support by handling information requests, performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Responsible for recording and maintaining documents and financial data and information relevant to staff benefits.

Administration

- Primary point of contact between the executives and internal/external clients
- Schedule conferences, meetings, appointments and site visits, including conference/class room scheduling
- Arrange executive travel, hotel and dining arrangements as needed
- Produce professional quality reports, presentations and briefs when needed
- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Maintain updated lists for all boards, advisory committees and vendors
- Maintain and assist with all legal documents, including contracts, grants, letters of agreement, service contracts, MOA's, AA's, continuing education and any other contracts
- Provide all correspondence for board and regional advisory meetings, including scheduling, agendas and minutes
- Handle scheduling of appointments for President and Finance Director when needed
- Proofreading and assisting with correspondence writing when needed

Employee/Staff

- Supervise and coordinate work schedules, holiday and vacation times, staff meetings and certain development activities
- Responsible for time reports
- Oversee all activities regarding insurance coverage
- Develop orientation schedules for new personnel and assist in the orientation process
- Prepare agendas for meetings
- Maintain employee handbook, general guidelines and job descriptions
- Maintain master handbook for all committees with description and members
- Serve on the following committees: policy review, celebrations, buildings and grounds and marketing
- Responsible for inclement weather updates
- Assist with coordination of any grounds, vehicle or building repairs and maintenance
- Attend conferences relevant to benefits and insurance

Bookkeeping

- Responsible for entering all bills and deposits into SAGE
- Prepare bank deposits, oversee aging accounts receivables, outstanding checks and deposits in SAGE
- Prepare invoices and review budgets when necessary
- Assist and prepare reports when needed
- Assist with the annual audit

Technology/Marketing

- Responsible for maintaining databases for technology contacts
- Responsible for coordinating Video and Audio Conference Calls
- Assists with laptop, LCD, projectors, etc. for speakers
- Responsible for all equipment functions and maintenance: including computers, fax machines, printers, phones and other items
- Review and make sure updated information is on the Website and Intranet
- Update Facebook
- Proficient in Microsoft products including: Word, Excel, Access, PowerPoint, Publisher and knowledge of Outlook and Explorer

Preferred Education and Experience:

- Degree in Business Administration, Marketing, Accounting or related field
- Three to Five years administrative/bookkeeping experience or equivalent
- Valid NC Driver's License
- Ability to manage confident and sensitive information appropriately
- Should be well organized, self-directed and independent; have the ability to interact with staff, faculty and the public
- Must be able to manage multiple responsibilities and meet deadlines
- Experience in health care or education setting, planning, development and implementation of continuing education and workshops is a plus