



Executive Assistant to President/CEO and Director of Administration

REPORTING RELATIONSHIP: President/CEO and Director of Administration

PURPOSE OF JOB: To provide day-to-day administrative needs to the President/CEO and the Director of Administration.

POSITION SUMMARY: Responsible for supporting the President/CEO and the Director of Administration in a highly confidential manner at all times.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintains and assist with the renewal of all legal documents; i.e., contracts, letters of agreement, MOUs, continuing education service agreements and other documents as needed.
- Reviews the Foundation's Annual Operating Contract with the UNC-CH AHEC Program, on a regular basis, to assure compliance.
- Reviews the Foundation's corporate Articles of Incorporation and By-Laws on a regular basis to ensure familiarity of content.
- Stays abreast of all Foundation/Corporate matters.
- Assist in the preparation of official reports and documents for the Foundation and AHEC meetings/activities.
- Arrange interviews for all personnel applicants. Develop orientation schedules for personnel and coordinate the orientation process.
- Assist with the appointment calendar for the President/CEO and Director of Finance and Administration.
- Meet annually with Administration and the insurance agents to examine and update insurance coverages on all policies.
- Coordinate and attend all meetings of the Foundation Board of Trustees and Executive Committee and record minutes as appropriate.
- Maintain a current list of the Boards of Trustees of hospitals located in the Area L AHEC region.
- Maintain the original copies of all minutes in the appropriate files in the Administrative File Room.
- Attend all Administrative Staff and Central Staff meetings as well as called meetings.
- Maintain the Corporate/Management Files and Personnel Files.
- Manage time reporting systems.

MINIMUM QUALIFICATIONS:

High school diploma or equivalency or demonstrated possession of the competencies necessary to perform the work.

Valid NC Driver's License and some light lifting and moving ability.

Ability to manage confidential and sensitive information appropriately is essential.

Outstanding interpersonal skills, customer-service orientated, attention to detail, flexibility and adaptability.

Excellent oral and written communication skills.

Should be well organized, self-directed, and independent.

Must be able to multitask and meet deadlines.

Ability to use standard office equipment and proficient in Microsoft Office Suite.

Virtual meeting skills are needed.

PREFERRED EDUCATION AND EXPERIENCE:

Bachelor's in Administration or related field preferred or two to five years administrative experience or equivalent.

Demonstrate possession of knowledge, skills and abilities gained through at least two years of office/administrative assistant experience or an equivalent combination of training and experience.

Experience in health care or education setting, planning, development and implementation of continuing education conference and workshops, as well as knowledge of medical terminology.

5/6/2021

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