



## Job Description

**Job Title:** Executive Administrative Assistant

**Classification:** Full Time/Exempt

**Education Required:** Associate's degree required; Bachelor's degree preferred. Or equivalent combination of education and experience.

**Reports to:** CNO

**Creation Date:** 09/19/2016

Revised Date:

### **Job Description Summary:**

The executive assistant position acts as confidential assistant for primarily the Chief Nursing Officer, however, may provide assistance to the Chief Financial Officer, the CEO Executive Assistant and Nursing Departmental Managers. This position requires considerable discretion and independent judgment when handling a number of situations including those interfacing with the public, medical staff, and hospital staff.

### **Essential Duties and Responsibilities:**

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Sits in on various meetings; takes minutes, transcribes minutes and sends the completed reports to those in attendance at the meetings.
- Conserves CNO's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains CNO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes Nursing Administration guests and visitors by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains patient confidence and protects operations by keeping information confidential.
- Completes projects in a timely manner and as directed by the CNO.
- Prepares reports by collecting and analyzing information.

- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as may be assigned.

### **Job Requirements**

**Education:** Associate's degree in clerical or business required. Bachelor's preferred. Or equivalent combination of education and experience.

**Licensure/Certification:**

**Experience:** Minimum of five years' previous experience in an executive administrative position. High level of professionalism, strong attention to detail, and the ability to manage upwards, required. Must possess excellent written and oral communication skills, as well as strong telephone, interpersonal, and organizational skills. Knowledge of Microsoft Office Suite software required.

**Physical Requirements:** Frequent sitting; occasional periods of standing and walking. Ability to bend, stoop and reach. Frequent periods of sitting and typing on a computer keyboard. Good visual acuity.