



**Position Title:** Executive Assistant  
**Status:** Full Time, Exempt  
**Reports to:** Chief Executive Officer

**Job Posting:** Executive Assistant to the CEO and Director of Operations

**Job Description:**

Reporting directly to the CEO, the Executive Assistant provides executive support to the CEO and the Director of Operations. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Office. The Executive Assistant also serves as a liaison to the board of directors and senior management; organizes and coordinates executive outreach and oversees special projects. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Roles and Responsibilities:**

**Executive Support:**

- Completes a broad variety of administrative tasks for the CEO and the Director of Operations including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential and arranging complex travel plans.
- Plans, coordinates and ensures the CEO and Director of Operations' schedules are followed and respected. Provides "gatekeeper" role, creating win-win situations for direct access to the CEO and Director of Operations' time and offices.
- Communicates directly, and on behalf of the CEO and Director of Operations, with Board members, shareholders, managers, staff and others, on matters related to the Executive Office.
- Provides a bridge for smooth communication between the Executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with management staff.
- Works closely with the CEO and Director of Operations to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Attends to a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

**Board of Director's and Shareholder Support:**

- Serves as the CEO's administrative liaison to the WWMG Board of Directors.
- Maintains discretion and confidentiality in relationships with all board members.
- Attend monthly Board meetings, distribute meeting materials and scribe the meeting minutes.
- Coordinate and execute the annual Board Retreat.
- Coordinate and execute the bi-annual shareholder meetings.

**Qualifications:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and shareholders.
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment

**Education and Experience Requirements:**

- Bachelor's degree or equivalent experience required.
- Strong work tenure: at least five years of experience supporting C-Level Executives, preferably in a medical organization.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat.

**Physical Demands:**

- Must be able to tolerate intermittent physical activity, including sitting, walking, standing, stooping, carrying and bending. Must have sufficient freedom of total body movement in order to stand up and sit down at a workstation, be able to squat and/or stoop in order to lift at least 25-pounds. Must possess the physical traits to remain sedentary for most of the day and must be able to reach for items above shoulder height. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Important Notices:**

- This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

If you are interested in applying for this position please send your resume to Tracy Kish at [tkish@wwmedgroup.com](mailto:tkish@wwmedgroup.com)