**UPPER GREAT LAKES FAMILY HEALTH CENTER**

JOB DESCRIPTION

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| **Job Title:** | Executive Assistant | **FLSA**  **Status:** | Non-Exempt |
| **Effective Date:** |  | **Supervised By:** | CEO |
| **Revised Date:** |  | **Approved By:** | HR |

**BASIC FUNCTION**

The Executive Assistant provides a wide range of support to the CEO, CFO, COO and Board of Directors.

**PRIMARY RESPONSIBILITIES AND DUTIES**

1. Provides administrative support to the CEO, the CFO, COO and the Board of Directors.
   1. Maintains executive schedules, coordinates meetings, prepares agendas, and records meeting minutes.
   2. Make travel arrangements and completes conference/training registrations.
   3. Maintains corporate bylaws and other corporate documents.
   4. Maintains HRSA compliance system monthly. Including updating and coordinating external systems to ensure continuous improvement and compliance
   5. Ensures organizational contracts and policies are up to date.
   6. Coordinates patient communication regarding provider changes/separations.
   7. Creates written correspondence, workflow documents, dashboards, spreadsheets, operational tools, and reports.
   8. Provides reception duties including greeting visitors, communicating with staff, and answering/directing phone calls.
   9. Processes Board of Directors applications, coordinates Board orientation and board training materials.
   10. Oversee incoming and outgoing mail, including processing and depositing incoming checks in accordance with company banking procedures.
   11. Performs other assigned job duties and special projects.
2. Coordinates supply orders.
   1. Codes invoices to appropriate department and submits them for manager approval.
   2. Coordinates incoming and outcoming mail/deliveries.
3. Engages in virtual and on-site meetings and discussions as appropriate:
   1. Provides relevant feedback and input during discussions.
   2. Establishes action items based on discussions as necessary.
   3. Completes action item follow up as necessary.
   4. Demonstrates professionalism during discussions.
   5. Serves on committees.

**GENERAL PROFESSIONAL DEVELOPMENT**

1. Organization: Displays basic organizational skills to self-prioritize and organize own work.
2. Problem Solving: Uses established alternatives and modify approaches in response to situations encountered.
3. Analysis: Reviews and interprets routine information.
4. Problem Resolution: Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
5. Communication: Provides or exchanges routine information in a professional manner.

**PROFESSIONAL AND TECHNICAL KNOWLEDGE**

1. Possesses the equivalent of formal training in business, generally obtained in the form of an associate degree.

**TECHNICAL SKILLS**

1. Microsoft Office Suite to create correspondence, tables, charts, graphs, spreadsheets, and presentations.
2. Adobe Acrobat to create and manipulate forms.

**COMMUNICATION SKILLS**

1. Effectively communicates information during informal and formal video presentations.
2. Effectively conveys complex information to varying audiences, verbally and in writing.

**WoRKING CONDITIONS**:

1. Work is performed in an office environment.
2. This is a non-exempt position, working beyond 40 hours a week is unusual and based on organizational needs.
3. Requires regular sitting, standing, walking, and lifting of up to 25 pounds.
4. Regular travel between clinic locations, and occasional regional or national travel for conferences or seminars.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.**

Employee: Date: