

Job Opportunity: Executive Assistant



Status: Full Time, Hourly, Non-Exempt
Reports To: CEO

The Executive Assistant is the primary support for the CEO and providers. Duties and responsibilities include administrative support to ensure the practice's efficient operation. Supports providers and the CEO through a variety of tasks related to organization and communication. Is responsible for confidential and time-sensitive material. Familiar with a variety of the field's concepts, practices, and procedures. Must possess a desire to be proactive and create a positive experience for others.

Training and Experience

Required:

- High school diploma or general education degree (GED)
- Three to five years of administrative experience
- Three to five years of executive assistant experience
- Experience managing multiple calendars
- Notary Public or the ability to become certified within 3 months
- Data entry experience

Skills, Knowledge & Abilities

- Strong verbal and written communication skills.
- Excellent computer skills, including Microsoft Office.
- Work with minimal supervision.
- Handle sensitive and confidential information while conducting themselves with a professional demeanor.
- Ability to plan, organize, and coordinate work to meet established deadlines.
- Ability to respond positively to supervision and direction.
- Ability and willingness to adapt to changes as necessary.
- Ability to maintain a positive attitude and effective working relationships.
- Ability to handle multiple tasks, prioritize workflow, and handle pressure.
- Must possess a valid driver's license.



Essential Functions

- Manage the corporate cell phone account.
- Maintain provider outage and call requests.
- Perform vaccine reconciliation between Athena Practice and Florida Shots.
- Corporate permits and license renewals.
- Review & resolve monthly Sunshine Health Care Gap report.
- Maintain month-end reports, reconciliation reports, BPMs, Care Gap Reports.
- Record minutes for all assigned meetings.
- Maintain Owner exemptions with the State of Florida.
- Assist physicians with articles for MOC.
- Assist with FSU COM activities.
- Complete CME/CEU Registrations for providers and others as requested by CEO
- Assist physicians with personal tasks: correspondence, notarization, meetings, etc.
- Maintain calendars and book appointments to prevent conflicts.
- Generate reports, presentations, and conduct research.
- Provide historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Conduct polite and professional communication.
- Develop and update administrative systems to make them more efficient.
- Write memos, correspondence, invoices, receipts, spreadsheets, and other reports as needed using professional language and discretion.
- Answer, screen, and transfer inbound phone calls in a professional manner for CEO office and Providers backline.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Assist with legal actions.
- Represent as corporate notary public.
- Serve as a primary backup to the Administrative Assistant.
- Ensure a safe, harassment, and discrimination-free work environment by immediately reporting all issues related to harassment, safety, discrimination, or other improper conduct to the Human Resources Director and or the CEO.

- Ensure regular and predictable attendance.
- Perform other duties as directed.

Physical Requirements

- Physical and/or Mental Requirements:
- May be required to lift and carry up to 30 pounds in the form of computer paper, equipment, or other materials.
- Must be able to concentrate for extended periods, paying a high degree of attention to detail.
- Must be able to sit for extended periods and demonstrate manual dexterity while performing job duties.
- Must be capable of working under pressure and organizing and planning efficiently.
- Operating standard office machines, including a computer, frequent ability to move freely about the office building, answering/using the telephone, and correcting vision and hearing to normal range.
- Requires occasional bending, reaching, and stretching.