

Executive Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.00 to \$31.00 hourly
Employment status: Contract / Temporary

Description

Non Profit Medical Client that offers a variety of healthcare services to low income families is seeking to hire an Executive Assistant for the Clinic Manager. This is a long term contract/temporary assignment (3-6 months in length with possibly extension). Apply today to be considered for this great opportunity!

You are:

- Passionate in working with low-income and underserved populations
- A "big picture" thinker
- Strong with systems to include MS Office and enjoy learning new technologies

Daily Duties to include:

- Support Clinic Manager with projects related to clinic operations (strategic and operations)
- Run reports and data
- Support policies & procedures manual write up
- Assist with projects related to operations such as front office management, filing/e-filing systems, and clinical reporting

Requirements

Skills Required:

- 3-5+ years of Administrative experience to include reporting and strategic support
- Advanced MS Excel
- Strong interpersonal skills - able to work with public and/or employees
- Excellent writing skills

This client requires proof of vaccination along with booster shot for COVID-19. Laptop will be provided.

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