



is now hiring!

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.