

Opportunity Description
Executive Assistant

Suburban Health Organization (SHO) is a healthcare solutioning organization comprised of independent hospitals and community-based healthcare providers working together to improve access to the highest quality healthcare. Incorporated in 1994, SHO serves its members by providing a collaborative forum to facilitate desired levels of integration and outcomes, while allowing care to remain local and preserving deep-rooted ties to their respective communities. For more than 30 years, this synergetic group has created value by forming shared services, leveraging their combined purchasing power, sharing best practices, and founding innovative solutions to some of healthcare's biggest challenges. Through partnership, we are ensuring that vital, independent community health systems continue to thrive. Together, we are creating healthier communities. We seek a full-time Executive Assistant to join our team.

The Executive Assistant will contribute to the overall success of the organization by maintaining schedules for executive staff, as well as supporting managers and Operations as needed. The successful candidate will demonstrate ethical behavior and business practices and ensure that their behavior aligns with the core values of the organization.

Responsibilities include:

- Maintaining the calendars of the President and additional Executive Leadership members as assigned, including coordinating and scheduling meetings
- Exercising discretion and professionalism in screening telephone calls and visitors for Executive Leadership
- Tracking, recording, and arranging financial reimbursements
- Providing support for assigned SHO meetings by scheduling the meeting, distributing the meeting packet, reserving the meeting room, confirming attendance, arranging and picking up catering, and cleaning up following the meeting
- Assisting with ad-hoc and external meetings as requested; these may include special committees and national memberships, shared service exploration, or strategic retreats
- Facilitating appropriate signing and forwarding of documents
- Coordinating travel arrangements and accommodations
- Serving as a back-up resource for coordinating the mail, fax, and shared Contact SHO email inbox upon request
- Assisting with event planning across the organization

Qualified candidates will possess:

- High School education or GED, Associate Degree in Administrative Professional Science preferred
- Five (5) years of experience in an administrative setting preferred or an equivalent level of education and experience
- Excellent communication skills
 - Speaking and writing accurately, clearly, tactfully, and with discretion
 - Ensuring communication is maintained with all applicable stakeholders
- Proficiencies with Microsoft products and other computer skills
- Critical thinking and personal judgment to make decisions and perform a variety of administrative tasks
- Demonstrated ability to follow instructions without supervision
- Demonstrated ability to handle several tasks simultaneously, with frequent interruptions and deadlines, with accuracy, close attention to detail, and follow-through
- Initiative, flexibility, reliability, and willingness to help when requested
- Demonstrated ability to collaborate with people of various levels and backgrounds in a fair and consistent manner
- Demonstrated ability to perform effectively in a hybrid work environment

For more information and to apply online, please visit: www.suburbanhealth.com
Please send emails to jobs@suburbanhealth.com.