



JOB DESCRIPTION

Job Title:	Executive Administrative Assistant
Job Class:	Exempt
Reports to:	CEO
Supervises:	NA
% Time:	1.0 FTE

OBJECTIVE/OVERVIEW:

The Executive Administrative Assistant provides clerical and administrative support to the Senior Management Team and Board of Directors. The position is also responsible for other administrative duties.

ESSENTIAL FUNCTIONS:

- Provides clerical support for the CEO, CFO, Medical Director, Dental Director, Behavioral Health Director, Development Director, and COO/Director of Operations to include scheduling, taking meeting minutes, preparing mailings, preparing presentations, proposals, grants, and other administrative support.
- Under direction of the CEO, provides clerical support for the Board of Directors, including arranging meeting logistics, contacting board members, taking meeting minutes, preparing board packets, and other clerical support. Maintains and distributes an updated schedule of board and board committee meetings.
- Is responsible to maintain and categorize all Board of Directors files and materials including updating membership and committee rosters, full-board and committee meeting minutes, board resolutions, new board member manuals and other board materials.
- Manages the day-to-day operations of the Administrative office as assigned by the CEO.
- Opens and distributes OCHC mail daily.
- Assists the Human Resources Manager with provider credentialing, appointment scheduling and other support as needed.
- Provides clerical support to the Quality Improvement Committee and other OCHC committees as assigned.
- Assists the finance department with deposits, spreadsheets, and other support as needed.
- Works with the Office Manager to order and maintain office and clinic supplies.
- Maintains a master calendar of clinic meetings and events.

- Provides ongoing support to the Development and Community Outreach Departments for graphics, marketing, ordering and other support.
- Develops a system and manages and maintains OCHC's electronic historical, grant, personnel, administrative, and financial files.
- Maintains records, reports, and files.

REQUIRED KNOWLEDGE AND SKILLS

- Is highly skilled with Microsoft programs including Word, Excel, Outlook, and PowerPoint.
- Has excellent English skills and can efficiently write and edit documents.
- Has a working knowledge of office filing systems.
- Is able to use personal computers, copy machines, and other office equipment.
- Can work both independently and in a team environment.
- Can think critically, plans ahead and has excellent written and verbal communication skills.
- Provides outstanding customer service to OCHC staff, board members and customers.
- Is detail oriented with strong organizational skills.

PHYSICAL REQUIREMENTS

- Frequent lifting and carrying materials up to 20 pounds.
- Ability to work in a busy office environment.

EDUCATION AND EXPERIENCE

- Minimum of an associate's degree or equivalent with 3 years of office administrative experience.

I have read the above job description and fully understand the requirements set forth and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Signature of Executive Administrative Assistant

Date