# Job Description

**Job Title:** Executive Assistant - CEO

**Reports To:** Chief Executive Officer

# Primary Accountability:

Provides administrative support to the CEO, Board and Executive team.

# Primary Duties & Responsibilities

1. Provides administrative support
	1. Organizes, creates and maintains administrative files
	2. Researches and prepares reports
	3. Creates statistical, narrative reports, recoding and producing meeting minutes
	4. Creates, maintains, organizes and orders all organization forms and facility signage
	5. Maintains administrative calendars
	6. Records and transcribes meeting minutes and correspondence
	7. Provides logistical support e.g. meeting arrangements, calendars, travel and meals
	8. Responsible for maintaining all organization policies and procedures
	9. Point of contact for the department’s leadership

# General Development

1. Requires more advanced organizational skills, in order to organize projects or the work of others
2. Job duties require the ability to work independently and as part of a team
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances
4. Employee is able to effectively select from alternatives to situations encountered on the job
5. Work requires consideration of the impact of work product on other employees in the work process
6. Duties require the compilation of information
7. Consistently exhibits all of the Moses Lake Community Health Center’s Service Standards with patients and co-workers and contributes to a work environment that is supportive and values the contributions of each individual

# Professional & Technical Knowledge

Possesses a basic level of written and verbal communications skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program.

# Technical Skills

1. Ability to prepare more complex documents in Microsoft Word, including creating tables, charts, graphs and other elements
2. Ability to use Microsoft Excel to analyze data, including the use of formulas, functions, lookup tables and other standard spreadsheet elements
3. Fully functional in use of presentation graphics software
4. Fully functional in use of the Outlook program
5. Ability to access web-based applications and programs of others
6. Ability to schedule Web-ex meetings and start web-ex video conferencing program on Cisco devices and conference room computers.

# Communication Skills

1. Job duties require the employee to effectively communicate basic or non-technical information to co-workers and others
2. Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements
3. Employees must determine appropriate methods of communicating information through the use of tables, graphs, charts and other visual forms
4. Duties require preparation and execution of presentations to large groups
5. Ability to read and speak Spanish and/or Russian

# Work Environment

Work is performed in an office environment within the clinic

# Typical Physical Demands

* + Sitting for long periods of time
	+ Occasional lifting up to 20 pounds
	+ Occasional bending, walking, reaching, and kneeling
	+ Good eyesight and vision for close work/computer screens
	+ Ability to communicate in person and on the phone
	+ Frequent use of the keyboard requiring manual dexterity
	+ Frequent writing requiring manual dexterity

# Comments

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.