

VACANT POSITION ANNOUNCEMENT



Date Posted: 09/05/2012

Cutoff Date: 09/14/2012

All applications must be submitted before 3:00 pm on the cutoff date indicated above.

Job Position: Executive Administrative Assistant

Department: Administration

Date Position Available: Immediately

Job Description: The Executive Administrative Assistance manages a variety of administrative tasks for the Chief Executive Officer, Associate Executive Officer and other executive team members, including the provision of technical and general secretarial support. This position works closely with the Chief Executive Officer in his business relations and communications with the Board of Directors and its various Committees. This position supervises the main switchboard receptionists, including coordination of relieve coverage. Primary duties and responsibilities include, but are not limited to, the following:

- Creates and maintains computer database for a variety of administrative tasks, schedules and documents, providing technical assistance to Executive staff as needed
- Coordinates meeting schedules and appointments for a variety of events both within and outside of the organization, including travel arrangements as necessary
- Drafts and completes a variety of administrative correspondence, reports, applications and proposals as assigned
- Attends and records the proceedings of a variety of meetings, including executive team, Board of Directors, and other committee and/or management meetings as assigned
- Handles highly sensitive communications and support while maintain confidentiality
- Serves as liaison with external providers and vendors for events, equipment and supplies for assigned area and staff
- Participates in and assists with a variety of presentations regarding Cumberland Heights' services, as well as tours and donor site visit
- Ensures proper handling and distribution of company funds
- Maintains confidentiality of company and patient information

Requirements include:

- Associate's degree with a minimum of two (2) years administrative assistant experience OR five (5) years administrative experience; Bachelor's degree preferred
- Experience at executive level of support preferred; supervisor experience preferred
- Able to speak, read and write in English
- Must be detailed-oriented, adaptable, flexible and creative
- Must possess excellent customer service, problem-solving and interpersonal skills
- Must possess excellent written and oral communication skills
- Must possess superior organizational skills for managing and prioritizing multiple tasks and projects
- Must possess superior ability to work independently and in taking initiative
- Must be proficient in all Microsoft Office applications and be able to type 65 wpm
- Must be able to use various type of office equipment and operate a multi-line switchboard

Inquiries should be directed to Jennifer Crouch at (615) 432-3009. To apply for the above position, please submit a cover letter along with a current resume to Jennifer via fax (615) 432-3010 or email at jennifer_crouch@cumberlandheights.org. You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.