



Executive Assistant/Office Manager

General Summary

The Executive Assistant/Office Manager's role is to support the management, office staff and physicians which involves performing a variety of tasks and activities associated with the day to day support of office operations.

Primary Responsibilities:

- Maintains strictest confidentiality. Support CEO and all physicians for various business aspects of the practice including scheduling meetings, board reports and board functions, practice development and all other duties as assigned.
- Provide daily office support to Physicians, Executives, Managers and office staff.
- Coordinate travel arrangements, company events and catering.
- Maintain conference room schedules, office/conference room supplies and office equipment (copier, postage machine, fax, etc.).
- Serve as a liaison to outside ventures, i.e. property management company.
- Serve as liaison to outside customers of the practice including hospital and medical groups.
- Supervise the outside office communications at the LucidHealth corporate office, including greeting customers, answering phones and distributing mail within the office.
- Coordination of committees, including preparation of presentations.

Additional Responsibilities

- Participate in and foster an approach to continuously improving quality of corporate services.
- Provide administrative support services for all aspects of the organization as needed.
- Maintain a neat and safe work area.
- Perform other duties as assigned.

Knowledge and Skill Requirement:

- Bachelor's Degree or related administrative experience.
- Three to five years' experience working in a professional office environment.
- Ability to prioritize and handle multiple tasks with simultaneous deadlines and meticulous attention to detail.
- Self-motivated, requiring little oversight.
- Maintain a professional appearance and provide a positive company image to the public.
- Ability to take the initiative to continually improve and enhance the office support function.
- Ability to identify problems and recommend solutions.
- Experience in Microsoft Word, Excel, PowerPoint, SharePoint and Visio.
- Experience with general office equipment.
- Excellent communication skills and customer service focus.
- Ability to establish and maintain effective working relationships with physicians, Managers and office staff.
- Project management capabilities.

- Comply & follow with LucidHealth human resources policies and procedures.