

Executive Assistant (minimum 80 hours/month)

Job description

BlueNovo is a leading provider of physician & patient-centered healthcare, quality, and technology services for Community-based Healthcare Organizations. Our mission is to partner with our customers in developing and deploying breakthrough solutions that positively impact the conduct and delivery of healthcare. With a comprehensive suite of advisory services, BlueNovo is uniquely positioned to help make clients successful by driving profound operational and technical changes.

BlueNovo is searching for an experienced, reliable, and task-oriented Executive Assistant. The Executive Assistant will work directly with the Senior Leadership Team (SLT) and will be responsible for performing several administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced non-profit environment.

JOB DUTIES

- Acts as the administrative point of contact between SLT and internal/external demands.
- Undertakes the tasks of receiving calls, taking messages, and routing correspondence.
- Handles executives' requests and queries promptly and appropriately.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information, initiating telecommunications.
- Handles reservation requests for conferences, teleconferences, and travel.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintains confidence and protects operations by keeping information confidential.
- Prepares reports by collecting and analyzing information.
- Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions.
- Maintains business supplies inventory by checking inventory levels, anticipating needed supplies, evaluating new office products, placing and expediting orders for supplies, verifying receipt of supplies.
- Other duties as assigned by the SLT.

SKILLS REQUIRED

- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.

- Proficiency in collaboration and delegation of duties.
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills.
- Friendly and professional demeanor.

Job Type: Part-time, contract

Work Location: Remote

Hourly rate: \$20-25/hr.

Education:

- Bachelor's (Preferred)

Experience:

- Microsoft PowerPoint: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)

Job Types: Part-time, Contract

Pay: \$20.00 - \$25.00 per hour

COVID-19 considerations:

BlueNovo will require proof of COVID-19 as a term of employment for all employees and contractors. BN may make exceptions to this requirement in certain limited circumstances for religious or medical purposes.

For more information or to apply email - kayla.turner@bluenovo.com