



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Executive Assistant

REQUISITION: #1257

LOCATION: Pickwick Rd.

Posting Date: 9/8/23

Expiration Date: open until filled

Department: Administration

Salary Range: dep. on education & exp.

Reports To: CEO, Janie McGinley

Status: Non-Exempt

Position Hours: Monday – Friday, 8:00am-5:00pm w/required lunch break

POSITION SUMMARY: The Executive Assistant works as part of the management team performing those clerical duties necessary to maintain administrative support to the CEO of HCRHC's operations. Duties include telephone answering, making appointment and travel plans, preparing reports, gathering, and securing confidential information, and the use of various office equipment and computer software programs.

CORE DUTIES/RESPONSIBILITIES:

1. Greets vendors and visitors.
2. Handles confidential information which would have an impact on the company operations, performance, or value if shared beyond its intended audience.
3. Demonstrates a high degree of professionalism, initiative, and independence in supporting the CEO on a wide variety of complex issues.
4. Assisting the CEO in the timely management of all communication, both written and via telephone, e-mail, and voice mail.
5. Provide backup phone support to the Leadership team as needed.
6. Opens mail and delivers to appropriate personnel and location. Also serves as point of contact at the Florence Road location for other carriers such as FedEx and UPS.
7. Arranging for and scheduling appointments for the CEO as requested; prepare materials for meetings and make travel arrangements as directed.
8. Makes travel arrangements for the Leadership team as directed.
9. Makes necessary preparations for Board of Directors Meetings to include copying documents, mailing, phone calls, etc.
10. Attends Board of Directors meetings, take minutes, transcribe, and distribute minutes.
11. Prepares agendas, attends meetings, and transcribes minutes and/or correspondence from handwritten notes, and maintains files for other group meetings, as necessary.
12. Compile data for reports as directed.
13. Maintains spreadsheet with employee and/or student information to send to The Tennessee Primary Care Association for monthly exclusion/debarment checks.
14. Responsible for transferring call phone each week to assigned midlevel provider.
15. Completes purchase orders for donations made on behalf of HCRHC to various organizations and groups within the community and/or surrounding areas.
16. Coordinates guest speakers for monthly Provider meetings.
17. Plans or assists in planning employee meals, activities, or other public facing events from time to time.

18. Performs other necessary duties as required by the health center to meet the goal of providing primary health care services.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent, college preferred.
2. Up to three (3) years of administrative office experience
3. Proficient in MS Office Suite, to include Word, Excel, and PowerPoint
4. The ability to communicate effectively in person and on the telephone with other staff, the public, the patients, and the medical staff.
5. Demonstrate a professional demeanor and excellent communication skills.
6. Valid, driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.