

Job Summary:

The Private Personal Assistant/Executive Assistant will provide high-level comprehensive support and assistance to the business owner/CEO. This position is responsible for both business and personal-related duties. This is a confidential position, HIPAA compliance is required.

This position is part of a team of clinical, support, and administrative staff, with a group practice who integrate Faith (Judeo-Christian), Modern Science, and age-old wisdom, in its work and service delivery. The person in this position is part of a group practice based on Judeo-Christian principles and values, within a framework of culture and diversity. The person in this position is not required to be a Judeo-Christian but must demonstrate natural innate qualities which are in alignment with faith-based principals and standards (i.e., kindness, fairness, truth and authenticity, dignity, respect, loving others as themselves, reliance on a higher source.), including the golden rule -do unto others as you would have them do unto you – loving others. The owner's ultimate purpose through her businesses is to fulfill 2 basic principles: Loving God who is One, and loving others as we love ourselves.

Supervisory Responsibilities:

- May recruit, interview, hire and train junior administrative staff in the department.

Duties/Responsibilities:

- Provide support to a CEO/owner, entrepreneur, with multiple businesses in 3 different states.
- Provides high-level administrative support and assistance to the CEO.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents.
- Manage and coordinate both personal and business travels and CEO's calendar
- Become familiar with all the aspects of the business and residence.
- Assist in screening calls, emails, fax transmittals, and visitors.
- Schedules and attends meetings, prepare agendas, taking notes, and recording minutes.
- Travel with CEO locally as well as out of the area – frequency varies.
- Coordinate on-site meetings, in-house events, networking events, conferences
- Schedule both personal and business appointments.
- Responsible for organizing the home office, filing, including electronic folders and files
- Perform a variety of office and personal errands
- Assist with supervision and transportation of children, as a backup.
- Light cleaning and organizing
- Coordinate and manage vendors, contractors, at the office and/or residence.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Creative skills and problem-solving skills – thinking outside of the box
- Positive attitude and initiator.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- QuickBooks proficiency (training available if no prior experience)

Education and Experience:

- High school diploma required.
- Familiarity or expertise preferred (or desire to learn quickly)
- Paid internship opportunities available for those with no experience.

Language:

- Bilingual preferred
- Haitian Creole preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Compensation/Hours:

- Competitive pay, based on experience, with opportunity for advancement and growth
- Flexible scheduling, hybrid of in-office and telecommute
- Benefits for full-time employees