



## **Administrative Assistant**

**(Remote, Part-Time, Salaried, MUST RESIDE IN MARYLAND)**

**Company Overview:** Swain Eng and Associates, L.L.C. (dba SEA Healthcare) is a health services research and quality improvement consulting firm that specializes in value-based healthcare transformation. Our team is dedicated to improving healthcare outcomes through evidence-based decision-making and data-driven initiatives. We work with various clients in the healthcare industry to develop quality measures, conduct health services research studies, and implement improvement initiatives.

**Position: Administrative Assistant**

**Location: Remote Working Environment, Must reside in Maryland**

**Hourly Rate: \$20-24/hour**

**Role Summary:** We are seeking a detail-oriented and proactive Administrative Assistant to join our team and support the administrative functions of SEA Healthcare. As the Administrative Assistant, you will play a crucial role in ensuring smooth operations and providing essential administrative support to our project teams and staff.

### **Responsibilities**

1. **General Administrative Support:** Assist with day-to-day administrative tasks, including managing emails, scheduling meetings, organizing files, and handling phone calls.
2. **Data Entry and Management:** Input data accurately into relevant systems, databases, or spreadsheets. Assist in maintaining and updating records as needed.
3. **Document Preparation:** Create, format, and proofread various documents, reports, and presentations to ensure accuracy and professionalism.
4. **Calendar Management:** Coordinate and manage calendars for project teams and staff, scheduling appointments, meetings, and events as required.
5. **Communication and Correspondence:** Handle correspondence, draft emails, and prepare responses on behalf of the team. Maintain effective communication with internal and external stakeholders.
6. **Project Assistance:** Provide administrative support for ongoing projects, including coordinating materials, tracking progress, and assisting in meeting preparation.
7. **File Organization:** Maintain an organized filing system, both physical and digital, to facilitate easy access to important documents.
8. **Travel Arrangements:** Assist with travel arrangements for team members, including booking flights, hotels, and transportation when necessary.



9. Research Assistance: Support the research staff in gathering and organizing information for various health services research studies and projects.
10. Ad-Hoc Tasks: Undertake additional administrative tasks and special projects as assigned by the management team.

## Qualifications

- **Note: Applicants must be residents of Maryland to be considered for this position.**
- Applicants must be residents of Maryland to be considered for this position.
- High school diploma or equivalent; some college coursework is a plus.
- Proven experience as an Administrative Assistant or in a similar administrative role.
- Background in healthcare, research, or related field is a plus.
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Detail-oriented and able to work independently as well as part of a team.
- Strong problem-solving and critical-thinking abilities.
- Ability to multitask, prioritize tasks, and meet deadlines.
- Must have a reliable internet connection and a quiet workspace to work remotely.
- Ability to work independently and remotely, managing time effectively to meet project deadlines.
- A passion for improving healthcare quality and patient outcomes through data-driven approaches.

## Benefits

- Competitive hourly rate
- Remote work opportunity, allowing for flexibility and work-life balance.
- Opportunities for professional development and continuous learning.
- Collaborative and innovative work environment.
- Contribution to meaningful projects that impact the healthcare industry.

Join us at SEA Healthcare and be part of a team that is committed to driving positive change in healthcare through data analysis and evidence-based strategies.



## **How to Apply:**

**Submit the follow information via email to: [rswaineng@swainengassociates.com](mailto:rswaineng@swainengassociates.com)**

Administrative Assistant Position: To apply for the Administrative Assistant position, please submit the following documents:

1. A detailed CV/Resume outlining your relevant work experience and educational background.
2. A letter of interest expressing your enthusiasm for the position and highlighting your administrative skills and abilities.
3. Contact information for at least two professional references who can speak to your qualifications and work ethic.

In addition to the documents, please answer the following questions in your letter of interest:

1. Describe your experience in handling administrative tasks and supporting multiple team members in a fast-paced environment.
2. How do you prioritize tasks and ensure that deadlines are met when managing multiple projects simultaneously?
3. Are you proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace? Provide examples of how you have utilized these tools in previous roles.
4. How do you handle confidential information and maintain discretion in your work?
5. Share an example of a situation where you had to resolve a challenging problem or conflict in an administrative setting.