



Executive Assistant

Company Overview:

Swain Eng and Associates, L.L.C. (dba SEA Healthcare) is a leading health services research and quality improvement consulting firm specializing in value-based healthcare transformation. We work closely with federal agencies, state departments of health, Quality Improvement Organizations (QIOs), Health Information Exchanges (HIEs), and medical specialty societies to optimize health outcomes through expert solutions. With a strong focus on digital measurement, quality improvement, and clinical data registries, SEA Healthcare is committed to driving innovation and excellence in healthcare.

Location:

100% Remote (Must reside in Maryland)

Hourly Rate:

\$22-25/hour

Core Hours:

10:00 AM - 2:00 PM ET, Monday through Friday, with the opportunity for additional hours

Role Summary:

We are seeking a highly organized and proactive Virtual Executive Assistant to provide comprehensive administrative support to our executive team. The ideal candidate will have a proven track record in administrative roles, exceptional communication skills, and the ability to manage multiple priorities in a fast-paced, remote environment.

Responsibilities:

- 1. General Administrative Support:**
Manage day-to-day administrative tasks, including emails, calendar management, meeting scheduling, file organization, and travel arrangements. Prepare and edit correspondence, communications, presentations, and other documents.
- 2. Data Entry and Management:**
Accurately input data into relevant systems, databases, or spreadsheets. Assist in maintaining and updating records, and conduct research to compile data that supports executive decision-making.
- 3. Document Preparation:**
Create, format, and proofread various documents, reports, and presentations to ensure accuracy and professionalism.
- 4. Project and Research Assistance:**
Provide administrative support for ongoing projects, including coordinating materials, tracking progress, assisting with meeting preparation, and supporting research staff by gathering and organizing information for health services research studies and projects.
- 5. Confidentiality:**
Handle confidential information with discretion and professionalism.



6. Project Management Support:

Assist with project management tasks, including tracking deadlines, monitoring progress, and organizing digital files and reports.

7. Ad-Hoc Tasks:

Undertake additional administrative tasks and special projects as assigned by the management team.

Qualifications:

- Must reside in Maryland.
- Proven experience as an executive assistant or in a similar administrative role, preferably supporting C-level executives.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple tasks with minimal supervision.
- High level of professionalism, confidentiality, and attention to detail.

Requirements:

- U.S. citizen or fully authorized to work in the United States.
- High school diploma or equivalent; a college degree is preferred.
- Background in healthcare, research, or a related field is a plus.
- Must have a reliable high-speed internet connection and a private workspace for remote work.

Preferred Qualifications:

- Experience in the healthcare, research, or consulting industries.
- Familiarity with virtual meeting platforms (e.g., Zoom, Microsoft Teams).
- Experience with project management tools (e.g., Asana, Trello).
- Knowledge of data analysis and reporting.

Why Join SEA Healthcare?

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

How to Apply:

To apply for the Virtual Executive Assistant position, please submit the following documents via email to: info@swainengassociates.com



1. **Detailed CV/Resume:** Outline your relevant work experience and educational background.
2. **Letter of Interest:** Express your enthusiasm for the position, highlighting your administrative skills and abilities.
3. **Professional References:** Provide contact information for at least two references who can speak to your qualifications and work ethic.

In your letter of interest, please answer the following questions:

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 resolved a challenging problem or conflict in an administrative setting.