



Executive Assistant

Executive Services Exempt

Reporting Structure:

The Executive Assistant reports to the EVP/CEO.

Qualifications

Experienced, polished, and professional individual to provide administrative support to the Executive Vice President/CEO (EVP/CEO). BA/BS preferred and at least 3-4 years of executive administrative experience reporting directly to executive management.. Requires an organized and flexible individual who can successfully juggle multiple priorities. Ideal candidate will be self-motivated, detail-oriented, reliable, energetic, and well organized. Position involves exposure to sensitive and confidential information, requiring discretion and sound judgment. The successful candidate will possess excellent computer (MS Office suite), communication, and interpersonal skills. Superior attention to detail, organizational, and time management skills are necessary. Must work well independently, take initiative on projects, and be flexible in helping others when the need arises. Excellent writing skills, ability to proofread and edit documents required. Outstanding customer service skills a must.

Key Responsibilities

- Provide day-to-day administrative support to the EVP/CEO.
- Coordinate information flow to and from the EVP/CEO's office, including but not limited to meeting requests and documents for signature and review.
- Staff liaison to the Boards of Directors.
- Provide support related to the participation in external liaison roles such as the Specialty Society CEO Coalition, Center for Medicare and Medicaid Services, American College of Surgeons, American Medical Association.
- Coordinate Annual Meeting schedule for the President, President-Elect, and EVP/CEO.

Specific Duties

- Ensure EVP/CEO's schedule is accurately entered and updated in Outlook, including as appropriate in the Office Calendar
- Schedule EVP/CEO meetings, presentations, and conference calls; organize EVP/CEO meeting and conference related materials, meeting registrations, hotel reservations, travel folders and itineraries.
- Hold weekly calendar review meetings with the EVP/CEO to review travel folders, scheduling, deadline reminders, etc.
- Answer calls, copy, scan, fax, and file as requested.
- Prepare EVP/CEO monthly expense reports and PTO requests.
- Prepare monthly Business Unit purchase card expense reports.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Prepare and distribute the weekly Executive Leadership Team agenda.
- Draft and edit correspondence as needed for EVP/CEO.
- Review and edit, as appropriate, draft materials presented to the EVP/CEO for approval; password secure all correspondence signed by the EVP/CEO before it is distributed.
- Draft correspondence (letters, emails, etc.) to internal and external parties on behalf of the EVP/CEO as directed and requested.
- Provide administrative support to the EVP/CEO related to his participation in a wide-range of medical specialty societies; capture all file attachments distributed by the CMSS, S2C2, ACS, AMA, and other organizations for EVP/CEO reference.
- Conduct monthly follow-up with executive leaders of the American Academy of Otolaryngic Allergy, American Rhinologic Society, and American Association of Facial Plastic Reconstructive Surgeons for agenda items for their monthly call with the EVP/CEO.
- Coordinate with the AAO-HNS/F President and his/her personal assistant to ensure all meetings and events requiring his/her participation on behalf of the AAO-HNS/F are calendared and itineraries prepared accordingly. Assist the President in securing housing for meetings when appropriate.
- Update and maintain the contact list of all society presidents; create and/or update the Outlook group distribution list for EVP/CEO.
- Prepare the Officers' Daily Schedule and meeting materials for annual meeting (President, President-Elect, EVP/CEO) in collaboration with Senior Director of Finance and Administration.
- Assist EVP/CEO with Power Point presentations, formatting letters on appropriate AAO-HNS/F letterhead, etc.
- Order business cards for EVP/CEO and for new President as needed.
- Develop, nurture, and maintain professional, congenial relationships with AAO-HNS/F leadership, as well as with leaders and senior staff of other specialty medical societies.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

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