

Position: Executive Assistant

Status: Open **Type:** Full Time **FLSA:** Salaried Exempt
City: Gulf Breeze **State:** FL **Country:** United States

Reports to:
Executive Director

GENERAL SUMMARY:

The Executive Assistant for Andrews Research & Education Foundation provides assistance and support by performing various administrative and assistant responsibilities for the AREF Leadership Team (President, Executive Director, and Finance Director) as well as the company overall. The Executive Assistant serves as the central point of reception for AREF. The ideal candidate is a team player who demonstrates superior customer service and discretion in handling confidential information.

The person in this position works under general supervision, is responsible for various shifts, may be subject to over 40 hours per week and/or callback as required, and may also be required to remain on campus immediately before, during, and after severe weather and/or disasters.

ESSENTIAL JOB RESPONSIBILITIES:

Administrative Support

- Provides support for AREF’s President, Executive Director, and Finance Director
- Ensure calendars are up-to-date and organized

General Office

- Responds to calls and visits from patients, physicians, and the public at large; determines urgency of the situation. Suggests appropriate referrals. Answers telephones, prioritizes, screens and redirects calls. Answers questions, handles routine matters on own initiative and takes messages.
- Provide support for daily operations and special projects
- Responsible for ensuring copy room and kitchen is organized and well stocked w/ supplies
- Responsible for ordering office and kitchen supplies
- Ensure conference room is organized and well maintained. Manage booking of conference room.
- Accurately and securely maintains data, files and other divisional information.
- Ensure incoming mail is distributed and outgoing mail is sent out

Travel Arrangements

- Verify with leaders fund availability. Once pre-approved, complete travel request form.
- Secures flights, hotels, car rentals, registrations as needed and only after receiving final approval.
- Provides any materials related to conferences and travel one week prior to the meeting
- Complete expense reports for reimbursement after trips & ensure department is reimbursed, if applicable

Accounting

- Enter transactions into QuickBooks (bills, receipts)
- Reconcile bills to research patient visit records
- Scan/file invoices, checks, bank statements, etc.
- Receive, log, deposit checks received by mail
- Receive, scan, forward bills received by mail
- Prepare annual report (Sunbiz)
- Maintain receipts and approval documentation for credit card purchases
- Follow up on past due receivables

Donor Relations

- Maintain donor database and reports
- Prepare donor thank you letters

Event Planning

- Provides support for all events

HR

- Maintain PTO records and entering PTO for payroll processing
- Ensure timecards are up-to-date and are closed in a timely fashion for payroll
- Provides administrative support for the on-boarding process

Other

- Maintain effective working relationships with representatives, and other product vendors to provide existing resources and services available
- Assists team as needed with organizing community outreach events and conferences
- Performs other duties as assigned to support the essential functions of the job and operational needs of the organization.

The person in this position may be subject to over 40 hours per week. This is a Monday-Friday (daytime) position and may be subject to occasional weekend travel for community outreach opportunities. Adheres to the essential functions of Andrews Research and Education Foundation's Standard of Performance and Code of Conduct.

QUALIFICATIONS FOR POSITION: (Summary of required and preferred education, experience, knowledge skills and abilities.)

Minimal Qualifications:

- Bachelor's or higher degree preferred but experience considered in lieu of education
- 3-5 years experience in executive administrative medical office or health care setting
- Highly skilled in Word, PowerPoint, and Excel
- Excellent verbal and written communication skills
- Experience in project management
- Ability to handle several tasks at once, function well as a team-player, use discretion in handling confidential material, work with little supervision and be extremely flexible
- Willingness to assume other responsibilities and learn new tasks as appropriate

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision; distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. There are times when the employee is required to perform work outdoors. Most of the time the employee is required to work in an office environment.

Compensation: Competitive Salary & Benefits (based on experience)

Interested in this opportunity?

Please email your resume to hong.potomski@andrewsref.org