**Executive Assistant/Office Manager**

Executive Assistant/Office Manager needed to work closely with the CEO of a growing healthcare consulting firm in Phoenix, AZ.

Candidate must be professional in appearance, attitude and mannerism. They must possess strong organizational and interpersonal skills, be able to work independently, take initiative, anticipate demands, prioritize workload efficiently and execute action items completely and timely.

Candidate must be passionate about doing the best job possible. Due to the nature of the company’s business, a high degree of diplomacy and confidentiality is required. Individual must be excellent with all MS Office software including Outlook, Word, Excel, PowerPoint.

Salary depends on qualifications and experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Responsible for confidential and time sensitive material
* Full and accurate calendar/schedule maintenance
* Make business and personal travel arrangements including air, hotel, rental car, driving directions
* Take all incoming calls for the CEO and triage as necessary
* Maintain “tickler file” to remind CEO about upcoming events and projects or to follow-up with clients/contacts
* Check email messages first thing each morning and throughout the day. Sort by action, and advise the CEO throughout day for actions to be taken
* Make client calls on CEO’s behalf as requested to facilitate communications
* Assist clients with issues in a timely manner – facilitating communications with CEO or other UPS staff as necessary to promptly resolve
* Prepare routine and advanced correspondence including letters, memoranda, reports, presentations, proposals and other documents as needed for client meetings
* Develop and maintain client files
* Maintain Hot Lead Sheet and Client Project Sheet
* Input CEO client hours into time tracking software (Harvest)
* Modify and submit CEO approved documents to the UPS e-store
* Meet aggressive deadlines in all areas as needed
* Order office supplies and maintain inventory to ensure availability of resources
* Ensure maintenance and functioning of all office technology and telecom functions
* Ability to recognize and solve problems in a professional manner
* Superior skills in customer service, establishing and maintaining effective working relationship with clients and co-workers
* Be willing to perform any other duties as required

**EXPERIENCE & EDUCATION REQUIRED:**

* 3 + Years General Office Administration
* 3 + Years as an Executive Administrative Assistant
* Bachelor’s degree is preferred but not mandatory
* Knowledge of Office Management Principals and Procedures
* Proficient in Microsoft Office
* Advanced Verbal and Written Communication Skills