

POSITION OVERVIEW

Job Title: Executive Assistant
Business Title: N/A
Job Code: EXEADMIN
FLSA Status: Exempt
Department: Various
Reports to: Sr. Executive Admin
Location: Remote
Draft Date: 11/10/25
Revision Date: N/A
Approved By: Candice Anderson
Role: Individual Contributor

POSITION SUMMARY

The management team requires a versatile and high-performing individual to help drive and support key initiatives related to clinical value, quality, and operations. This position provides a unique opportunity for a high-performing, analytically inclined individual to apply and build their skills in a dynamic and entrepreneurial operating environment. The individual will have the opportunity to work across multiple functional areas in the practice and interact closely with senior management. The Executive Assistant provides comprehensive administrative and operational support to the People & Culture Senior Leadership Team (SLT), ensuring seamless execution of daily operations while maintaining strong connections with individual contributors. This role requires excellent organizational skills, proactive communication, and the ability to manage multiple priorities simultaneously.

POSITION DUTIES AND RESPONSIBILITIES

Executive Assistant:

- Supports senior leadership team operations and ensures alignment with individual contributors
- Execute HR programs as outlined by the SLT , deliver services and provide frontline expertise across function
- Provide comprehensive administrative support for Senior-Level Executive(s) through sound judgment, knowledge of company policies and procedures, and with independent decision-making in areas as delegated.
- Schedule, organize, and/or coordinate meetings, events, appointments, travel arrangements, conferences, and activities as requested; ensure electronic calendar is coordinated and up-to-date.
- Schedule and organize virtual and in-person activities such as meetings, conferences, and activities for executives and their teams.
- Prepare, reconcile, track, and submit expense reports as requested.
- Create and/or assist with creating presentations as requested or needed, including charts, graphs, and/or gathering data.
- Proofread and ensure clarity as well as grammatical and typographical accuracy (free from errors) of all written documentation including emails.
- Handle special projects and/or department specific assignments on an as-needed and sometimes urgent basis.

- Act as a liaison with other departments and outside companies, including high-level staff such as C-Level, Investors, Physician Practices, Directors, and Vice Presidents.



- Respond confidently, courteously, knowledgeably, and professionally to internal and external phone calls and office visits including company leadership, senior managers, teammates, and customers, exhibiting a “can do” customer service attitude.
- Establish, maintain, and update files, reports, databases, records, and other documents.
- Manage confidential and non-routine information with absolute confidentiality.
- As needed, requisition supplies; coordinate purchasing for printing, maintenance and other services; approve within assigned parameters.
- Work independently on several tasks at once and display ability to multi-task and prioritize those tasks appropriately.
- Performs other related duties and participates in special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have advanced knowledge of technology to include computers and software programs such as MS Office, spreadsheets or other programs specific to the job in order to complete job duties successfully.
- Must have excellent oral and written communication skills to communicate effectively internally and externally when completing assignments.
- Must have high emotional intelligence and self-awareness, with the capability to navigate complex situations and handle sensitive matters with discretion.
- Must have a practiced and intuitive approach to problem-solving and task management, with the ability to anticipate needs.

REQUIRED QUALIFICATIONS

- N/A

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Bachelors degree preferred or equivalent 3+ years of relevant administrative/operational support of VP-level executives related to the duties of the job.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

- Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

- Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

- Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

- Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

- Never Occasionally Constantly

Communicating with others to exchange information.

- Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

- Never Occasionally Constantly



Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate’s Signature

Date