

**Executive Assistant to support Chief Medical Officer and President in San Francisco
(hybrid work schedule with 2-3 days per week onsite)**

Great opportunity for someone who enjoys working in a smaller office, being a right hand to a C-level Executive while having the stability associated with a larger established company. Great group of people to work with!

The Executive Assistant will directly work with the Chief Medical Officer and President and will require a strategic partnership dynamic to be successful. The role will be responsible for performing several administrative duties. The ideal candidate is a highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced, sometimes ambiguous corporate environment. An ability to work under pressure and maintain confidentiality, remain flexible, proactive, resourceful, and professional is critical in this role. Excellent communication skills are required while working with employees and leaders across the organization. The candidate will manage day to day support including scheduling business meetings, managing calendars, taking notes, handling correspondences, travel arrangements, organizing events, attending meetings and other duties as required. This is an excellent opportunity to join a growing company with competitive compensation.

Key Responsibilities

- Coordinate executive communications, including taking calls, responding to emails, and interfacing with other colleagues, leaders, and clients.
- Develop comprehensive and detailed, daily calendars.
- Ensure CEO is prepared for all meetings and events and assist with presentation materials as requested.
- Prepare internal and external corporate correspondence.
- Submit expense reports on behalf of the Chief Medical Officer/President through the travel and expense platform on a timely basis.
- Schedule meetings and appointments
- Book and manage travel itineraries.
- Arrange corporate events to take place outside of the work place, such as meetings and staff appreciation events.
- Maintain an organized filing system of electronic documents.
- Develop and maintain an understanding of the organizational structure and business initiatives to allow for maximum support of Chief Medical Officer/President.
- Find new and efficient ways to maximize the Chief Medical Officer/Presidents time, including weekly reporting, and goal setting.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and clientele.
- Willingness to work on other duties assigned by other departments on occasion.

Required Experience:

- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management
- Minimum of 2+ years of experience as an Executive Assistant reporting to the

