



JOB AND ROLE DESCRIPTION

Position Name	Executive Assistant	Company	FORM HEALTH
Job Purpose	<p>The Executive Assistant will support the CEO and CMO (Chief Medical Officer) in executing their daily and quarterly tasks.</p> <p>The Executive Assistant possesses qualities such as promptness, organization, attention to detail, flexibility, patience, and determination. In this role, you will work well both independently and on a team. Your daily routines include interaction with employees of all levels, external partners, and company clients.</p>		

REQUIRED QUALIFICATIONS

Education

College Diploma
 Administrative management careers
 Desirable: master's degree
 Desirable: Degree from USA college

Training or Expertise

High English level (Well spoken, well written)
 Strong Microsoft Office or Google Office skills (Word, Excel, PowerPoint, Outlook, Teams, etc.)

Experience

3+ years of executive and administrative support (Desirable remotely for USA-based companies)
 Experience strategically supporting multiple senior leaders.
 Medical background is a plus

JOB FUNCTIONS

Professional and Personal Calendar Management. Maintain complex and detailed calendars with keen attention to detail.

Keep reminders for CEO & CMO meetings and events.

Manage and assist on CEO & CMO projects.

Manage the coordination and logistics of both internal and external meetings and events.

Ordering and purchasing merchandise on behalf of the CEO as requested.

Screen incoming calls and determine the level of priority, while using caution in dispensing information.
Create, edit, and assist with occasional presentations (PowerPoints, PDF, spreadsheets)
Arrange travels to ensure consistency in obtaining necessary travel documents including Visa/passport while maintaining expenses/credit card reconciliations necessary.
Handle regular activities without prompting and advise in advance of any issues or delays.
Draft and prepare routine and advanced correspondence including emails, presentations, and reports. Review outgoing correspondence for accuracy, format consistency, signatures, and conformance with executive procedures
Balance multiple deadlines, schedule appointments, plan leadership meetings, capture and report out meeting minutes and maintain complex and changing calendars
Email management, with the ability to prioritize time-sensitive matters. Produce high-quality emails and messages to individuals at all levels of the organization and external clients.
Conserves time by completing research, capturing timelines, and responding to requests on behalf of the CEO & CMO

REQUIRED SKILLS
3+ years of executive and administrative support
USA culture awareness. Someone who has lived in the US for at least 4 years.
Excellent use of grammar and punctuation. Strong interpersonal, written, and oral communication skills (English)
Driven, proactive thinker, highly organized with exceptional communication skills, and fully capable to take initiative, manage and oversee a variety of high-priority projects from multiple management and professional levels successfully with minimal direction
Proficient with Microsoft Office or Google Office suites (Word, Excel, PowerPoint, Outlook, Teams)
Experience in handling confidential and sensitive materials with discretion
Very Patient, Responsible, extremely punctual
Tact and good judgment in confidential situations, and proven experience interacting with senior management
Willing to learn and take on new challenges with a flexible, can-do attitude (Looking for someone who ambitions a career with our company- long term)
Strong collaboration skills; with a proven track record of working in a highly matrixed organization, and with senior-level stakeholders
Medical background is a plus

WAGE COMPENSATION

Salary: \$1,100 (USD) Monthly

Schedule: Monday to Friday from 9:00 AM – 6:00 PM EST

However, as an exempt employee, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.

Internet and computer must be covered by the employee.