



**Good Samaritan Health Center of Cobb**  
**Job Description**  
**Executive Assistant to the CEO**

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**Effective Date:** 8/13/2018  
**Review Date:** 8/13/2020

**Reports To:** CEO

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**SUMMARY OF DUTIES:**

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams. Must be creative and enjoy working within a small environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Principal Responsibilities:**

1. Can fulfill the clinic's mission to spread the love of Christ through quality healthcare to those in need while performing their job functions.
2. Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging complex agendas.
3. Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
4. Communicates directly, and on behalf of the CEO with Board Members, donors, foundations, and others, on matters related to CEO'S programmatic initiatives.
5. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
6. Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
7. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
8. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on project to successful completion, often with deadline pressures.

Education:

- Bachelor's degree required
- Preferably 2-5 years of experience in healthcare.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)

Requirements:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

**ENVIROMENTAL / WORKING CONDITIONS:** Office setting, well-ventilated and well lighted. OSHA Category 3 – Involves no regular exposure to blood, body fluids, or tissues, and tasks that involve exposure to blood, body fluids, or tissues are not a condition of employment.

**PHYSICAL / MENTAL DEMANDS:**

- Requires eye-hand coordination, finger dexterity. Vision must be corrected to 20 / 20 and hearing must be in normal range. Must be able to view computer screens for long periods. Occasional stress related to workload and customers with problems.
- Hearing / Speaking: Effective communication with patients, staff, and visitors. Spanish language skills a plus.
- Standing: 15% of the workday
- Sitting: 40% of the workday
- Walking: 35% of the workday
- Lifting: 10% of the workday up to 30 lbs.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

