

## Quatela Center for Plastic Surgery

### Job Description | Executive Assistant

#### Position Summary

With general direction and considerable latitude, the executive assistant's key duty is scheduling the physician's work day, after hours activities, travel itinerary, and family / personal obligations, while meeting set goals for specified days. In addition, the executive assistant performs a variety of administrative and clerical tasks to support the productivity and effectiveness of general business operations of the Practice. This individual will assist with developing tools to promote the use of Strategic Coach concepts in the theme of total quality management (TQM) and continuing improvement in the workplace environment.

#### Qualifications

- Working knowledge of Microsoft Suite (Word, Excel, Powerpoint, Outlook)
- Self-starter and motivator, with a "can-do" attitude
- Excellent communications skills with the highest level of professionalism
- Detail Oriented
- Enjoys working in a fast pace environment
- Exceptional organizational and time management skills
- Understanding of discretion and confidentiality pertaining to all aspects of the practice, doctors and patients
- Conduct extensive on line searches on multiple topics
- Ability to multitask and quickly shift priorities as need
- Ability to communicate effectively and interact appropriately with all levels of staff, patients, clients, outside physicians
- Ability to take direction and follow through on assignments and responsibilities
- College graduate or equivalent combinations of experience and training

#### Responsibilities

- Oversee daily scheduling and digital calendar appointments
- Tracking and reporting of company projects
- General administrative and clerical tasks
- Creation of spreadsheets, reports, letters to support daily operation of office
- Participation in Strategic Coach
- Manage all incoming and outgoing communication for the physician
- Coordinate with office staff, medical staff, and other key people to effectively handle prioritizing and scheduling
- Oversee the signature of vital documents on a timely basis
- Coordinate domestic and international travel logistics including family vacations, mission trips and conferences. Ability to create a detailed itinerary is essential
- Liaison between home and work responsibilities; Including scheduling appointments, bill pay, personal errands and assisting with gifts and holidays