



Vulcan Imaging Associates

**Job Title:** Executive Administrative Assistant

**Classification:** Non-Exempt

**Reports to:** Chief Executive Officer

**Job Summary:**

Under the direction of the Chief Executive Officer, this position provides high-level administrative support to the CEO, CFO, and Senior Director of Operations. The Executive Administrative Assistant coordinates initiatives, schedules meetings, tracks action items, and supports departmental projects to ensure smooth and efficient operations. This role serves as a central point of contact for internal and external stakeholders, facilitates communication, manages information flow, and assists with event planning, data management, and financial processes.

**Essential Functions:**

1. Provides administrative support to the CEO, CFO, and Senior Director of Operations, ensuring timely and accurate completion of tasks.
2. Coordinates and schedules meetings, prepares agendas, and tracks follow-up action items.
3. Collects and compiles data from clients for internal use and reporting.
4. Manages data file uploads and maintains organized electronic records.
5. Assists with event planning, including logistics, communications, and execution.
6. Supports the accounts payable (AP) process for the CFO, including invoice tracking and documentation.
7. Prepares correspondence, presentations, and reports as requested.
8. Maintains a high level of confidentiality and professionalism in handling sensitive information.
9. Performs other duties as assigned.
10. Participates in professional development activities to maintain and enhance skills.

**Education:** Associate's degree required; Bachelor's degree in Business Administration, Communications, or related field preferred.

**Experience:** Minimum of three years of administrative or executive assistant experience, preferably in a healthcare or professional services environment.

**Other Requirements:** Ability to manage multiple priorities in a fast-paced environment while maintaining attention to detail and accuracy.

## **Performance Requirements:**

### Knowledge:

1. Knowledge of administrative and clerical procedures and systems.
2. Knowledge of organizational operations and support functions.
3. Knowledge of business correspondence, recordkeeping, and office technology.

### Skills:

1. Skill in planning, organizing, and prioritizing work.
2. Skill in exercising judgment, discretion, and problem-solving.
3. Skill in establishing and maintaining effective working relationships with executives, staff, and external partners.
4. Skill in verbal and written communication.
5. Skill in using Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

### Abilities:

1. Ability to manage competing priorities and deadlines.
2. Ability to maintain confidentiality of sensitive information.
3. Ability to adapt to changing demands and work independently.
4. Ability to communicate clearly and professionally.
5. Ability to provide exceptional customer service to internal and external stakeholders.

**Equipment Operated:** Standard office equipment including computers, fax machines, copiers, printers, telephones and calculator.

**Work Environment:** Position is onsite in a well-lighted office environment. May occasionally require early morning, evening, or weekend work to support events or deadlines.

**Physical Requirements:** Must possess the physical and mental abilities to perform the tasks normally associated with an administrative support role, which involves 90 percent sitting and 10 percent walking, standing, lifting, and stooping. Works under deadlines and occasional stress.