



**JOB TITLE:** Executive Assistant/Corporate Compliance Specialist  
**REPORTS TO:** Executive Director and COO  
**FLSA STATUS:** Non-Exempt  
**JOB OVERVIEW:** This position is responsible for providing administrative and clerical support services to the Executive Director and senior level management to facilitate the smooth operation of the Clinic and support The Doctors Clinic mission.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Schedule and organize complex activities such as meetings, travel, and department activities for members of the Senior Management Team.
2. Attend meetings as assigned and reports on actions. Records, transcribes and distributes meeting minutes for clinical committees including Board of Directors and Shareholder meetings. Manage minutes in compliance with Corporate By-Laws.
3. Manage corporate documents. Coordinate signing of shareholder agreements.
4. Manage the Shareholder meeting notification and voting processes in compliance with the Corporate By-Laws. Act as a liaison between the clinic and the corporate attorney.
5. Create and develop visual presentations for the Senior Management team.
6. Type and design general correspondences, memos, charts, tables, graphs, business plans, etc.
7. Organize and prioritize large volumes of information and calls.
8. Sort, distribute and open mail for the Senior Management team and determine level of priority.
9. Answer phone for Senior Management team. Takes message or field/answer all routine and non-routine questions.
10. Assist the Senior Management team in the management of their schedules.
11. Maintain the master copy of the company Policy and Procedure Manual and insure all copies are updated.
12. Maintain and publish corporate monthly calendar.
13. Handle confidential and non-routine information.
14. Work independently and within a team on special and nonrecurring and ongoing projects. Act as a project manager for special projects, at the request of the Senior Management team, which may include: planning and coordinating multiple presentations, disseminating information, and organizing physician events.

**QUALIFICATIONS:**

Education:

1. Associates degree in Business Administration or related field,
2. Minimum of two years of administrative/secretarial experience including one year with a health care organization. Typing ability of 60 wpm and word processing experience.

Skills:

1. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
2. Must be able to interact and communicate with individuals at all levels of the organization.
3. Must have knowledge of a variety of computer software applications in word processing, spreadsheets, calendaring, database and presentation software (MSWord, Excel, Outlook, Access, PowerPoint)
4. Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Other Requirements:

1. Must convey a professional demeanor.
2. Must be able to act calmly and effectively in a busy or stressful situation.
3. Ability to communicate effectively in the English language in person, by phone and in writing.
4. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.
5. Must be able to establish and maintain effective working relationships with managers and peers.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

Other: Requires frequent bending, reaching, standing, walking, squatting and sitting, pushing and pulling exerted regularly throughout a regular work shift. Requires manual dexterity to operate equipment and perform manual responsibilities.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Executive Assistant/Corporate Compliance Specialist job description and understand the functions and objectives of this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER**

Last update: 5/2010