

Opportunity Description
Executive Assistant and Project Coordinator

Suburban Health Organization (SHO) is comprised of community-based hospitals and healthcare providers across the Midwest working together to improve access to the highest quality healthcare possible. Incorporated in 1994, SHO serves its members by providing a collaborative forum to facilitate desired integrations and outcomes, while allowing care to remain local and preserving deep-rooted ties to our communities. For 30 years, this synergetic group has created value by forming shared services, leveraging their combined purchasing power, sharing best practices, and founding innovative solutions to some of healthcare's biggest challenges. We seek a full-time Executive Assistant and Project Coordinator to join our team.

The Executive Assistant and Project Coordinator will contribute to the overall success of the organization by maintaining schedules for members of Executive Leadership and by coordinating a variety of ongoing initiatives and strategic projects. The successful candidate will demonstrate ethical behavior and business practices and ensure that their behavior aligns with the core values of the organization. The ability to work in a multiple project environment is a key element of this role.

Responsibilities include:

- Maintaining the schedules of Executive Leadership, including coordinating and scheduling meetings
- Exercising discretion and professionalism in screening telephone calls and visitors for Executive Leadership
- Tracking, recording, and arranging financial reimbursements
- Providing support for assigned SHO Affinity Group meetings by scheduling the meeting, distributing the meeting packet, reserving the meeting room, confirming attendance, arranging catering, and cleaning up following the meeting
- Assisting with ad-hoc and external meetings as requested; these may include special committees and national memberships, shared service exploration, or strategic retreats
- Facilitating appropriate signing and forwarding of documents
- Coordinating travel arrangements and accommodations
- Serving as a back-up resource for coordinating the mail, fax, and shared Contact SHO email inbox upon request
- Assisting with creation of documents and communications, while ensuring that materials align with SHO's brand standards
- Serving as Coordinator for strategic projects as assigned, ensuring adherence to timelines and reporting milestones, and delivering successful completion of projects
- Supporting implementation of Affinity Group and department-based initiatives

Qualified candidates will possess:

- Bachelor's degree in healthcare administration or business administration
- 1-2 years of experience in a healthcare or administrative setting
- Excellent communication skills
 - Speaking and writing accurately, clearly, tactfully, and with discretion
 - Ensuring communication is maintained with all applicable stakeholders
- Proficiencies with Microsoft products and other computer skills
- Logical thinking and personal judgment to make decisions and perform a variety of administrative tasks
- Demonstrated ability to follow instructions without supervision
- Demonstrated ability to handle several tasks simultaneously, with frequent interruptions and strict deadlines, with accuracy, close attention to detail, and follow-through
- Initiative, flexibility, reliability, and willingness to help when requested
- Demonstrated ability to interact with people of various levels and backgrounds in a fair and consistent manner
- Demonstrated ability to perform effectively in a hybrid work environment

For more information and to apply online, please visit: www.suburbanhealth.com
Please send emails to jobs@suburbanhealth.com.