
Executive Assistant- Emergency Department Administration(Job Id 4134)

Location: Denver, Colorado, US

Category: Clerical Staff

Employment Type: Employee

Post Date: 04/12/2021

Description

Job Summary

Under general supervision, provides support and assistance to the Executive of the Department to ensure the effective use of time and productive interactions with staff. Will handle a wide range of administrative and executive support-related tasks involving the clerical, administrative function, research, and management roles. Responsible for schedule management, office management, communication liaison, information preparation, company records management, data analysis, and representing the executive to others. Schedules and coordinates meetings, prepares meeting agenda, attends committee meetings, and takes minutes and transcribes minutes. Handles confidential information and communications. Full comprehension of company's operation and procedures. Uses discretion, judgment and knowledge of organization to facilitate the executive's activities.

Under general supervision, provides support and assistance to the Director of Service and Administrative/ Associate Directors and Division Chiefs to ensure effective use of time and productive interactions with staff. Will handle a wide range of administrative and executive support-related tasks involving the clerical, administrative function, research, and management roles. Responsible for schedule management, office management, communication liaison, information preparation, company records management, data analysis, and representing the executive to others. Schedules and coordinates meetings, prepares meeting agenda, attends committee meetings, and takes minutes and transcribes minutes. Handles confidential information and communications. Full comprehension of company's operation and procedures. Uses discretion, judgment and knowledge of organization to facilitate the executive's activities. Coordinates the activities of clerical staff assigned to other EM groups (research, residency, fellowship, and pediatric emergency medicine).

Responsibilities

1. Screens telephone calls and routes callers to the appropriate party.
2. Reviews their own emails throughout the day while responding to all senders requests within a timely and professional manor.
3. Manages the Executive's calendar working closely with them to setup, modify or reschedule various meetings with both internal and external stakeholders as needed.
4. Organizes special events and meetings while utilizing appropriate departments, services and processes within Denver Health.
5. Verifies that all audio visual requirements, food arrangements, seating and setup are appropriate and completed prior to the start of every meeting or event.
6. Schedules recurring meeting series, prepares agendas, communicates with and invites all guest presenters, attends meetings, prepares and distributes necessary documents and handouts, ensures audio/visual requirements, seating and setup are appropriate and completed prior to the start of every meeting.
7. Takes meeting minutes.
8. Drafts communications, for internal and external audiences. Sends to appropriate recipients once approved.
9. Manages and prioritizes additional small projects and/or phases of larger projects at the directions of the Executive.
10. Process all travel related paperwork promptly and accurately and coordinate travel arrangements as needed.
11. Assists in budget management and expenditure control. Manages purchase card expenses and corresponding receipts.
12. Other duties as assigned.

1.Reviews, prioritizes and sorts the Director of Service/Administrative/Associate Directors/Division Chiefs emails and calls for ease of access, urgent issues and actions required.

2.Reviews their own emails throughout the day while responding to all senders requests within a timely and professional manor.

3.Manages the Director of Service /Administrative/Associate Directors/Division Chiefs calendar working closely with them to setup, modify or reschedule various meetings with both internal and external stakeholders as needed.

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- 4.Reviews the HRO's calendar daily to work in all possible meetings.
- 5.Organizes special events and meetings while utilizing appropriate departments, services and processes within Denver Health.
- 6.Verifies that all audio visual requirements, food arrangements, seating and setup are appropriate and completed prior to the start of every meeting or event.
- 7.Schedules recurring meeting series, prepares agendas, communicates with and invites all guest presenters, attends meetings, prepares and distributes necessary documents and handouts, ensures audio/visual requirements, seating and setup are appropriate and completed prior to the start of every meeting.
- 8.Takes meeting minutes.
- 9.Drafts communications, for internal and external audiences. Sends to appropriate recipients once approved.
- 10.Manages and prioritizes additional small projects and/or phases of larger projects at the directions of the Director of Service/Administrative & Associate Director/Division Chiefs.
- 11.Coordination of assigned employees; determines work procedures and expedites work flow; assigns duties and reviews work; prepares necessary and related management reports.
- 12.Other duties as assigned.

Knowledge, Skills & Abilities

1. Ability to manage/prioritize several small projects and/or phases of large projects simultaneously. 2. Ability to communicate orally and in writing in a thorough, clear, and always pleasant manner. 3. Excellent interpersonal skills. 4. Strong analytical skills ability to stay flexible with changing priorities. 5. Work effectively in a fast-paced environment, adjusting to multiple changing priorities. 6. Ability to work under pressure and meet tight deadlines. 7. Be highly organized with an emphasis on maintaining focus on the details. 8. Ability to work independently with general supervision, but knowing when to involve stakeholders in the process. Computers and Technology 1. Proficient in Microsoft Office Suite.

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- 7.Be highly organized with an emphasis on maintaining focus on the details.
- 8.Ability to work independently with general supervision, but knowing when to involve stakeholders in the process.
- 9.Proficient in Microsoft Office Suite.
- 10.Knowledge of Lawson preferred.

Education

- Bachelor's Degree (Required) 1. Five years administrative experience required. Healthcare experience preferred. 2. In lieu of a Bachelor's degree, eleven years' administrative experience required including High School Diploma. 3. In lieu of a Bachelor's degree, eight years' administrative experience required including Associates Degree.

Application Instructions

Please submit a resume and a cover letter with your application

Location

Administrative Offices

Shift

Days

Work Type

Full time

All job applicants for safety-sensitive positions must pass a pre-employment drug test, once a conditional offer of employment has been made.

Denver Health is an integrated, efficient, high-quality academic health care system that is considered a model for the nation. The Denver Health system includes the Rocky Mountain Regional Level I Trauma Center, a 525-bed acute care medical center, Denver's 911 emergency medical response system, 8 family health centers, 15 school-based health centers, the Rocky Mountain Poison and Drug Center, the Denver Public Health Department, an HMO, and The Denver Health Foundation.

As Colorado's primary safety net institution, Denver Health is a mission-driven organization that has provided more than \$3.3 billion in care for the uninsured in the last ten years. Denver Health is a leader in performance and quality improvements and remains financially secure, in part, due to its nationally recognized implementation of lean principles in healthcare. Denver Health is a major resource to the community, serving approximately 185,000 individuals and 67,000 children a year.

Located just south of downtown Denver, Denver Health is just minutes away from many of the cultural and recreational activities Denver has to offer.

We strongly support diversity in the workforce and Denver Health is an equal opportunity employer (EOE).

"Denver Health is committed to provide equal treatment and equal employment opportunities to all applicants and employees. Denver Health is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class."