



Job Title: Executive Assistant

Department: Corporate Affairs

FTE: Full Time

About Healthix

Healthix is part of a nationwide movement to improve our health care system through better access to information. Healthix is the largest public health information exchange (HIE) in the nation, bringing together over 1,000 healthcare organizations at thousands of sites across New York City and Long Island. We provide secure access to clinical data of more than 17 million patients to improve quality of care, efficiency and effectiveness. Healthix delivers actionable patient data electronically 24/7 in real time, with patient consent and consistent with regulations and policies established by NY State Department of Health.

Position Summary:

Healthix is seeking a professional Executive Assistant to support the executive leadership team and advance the efficiency of the organization by providing information management support. We are looking for a high energy, quick thinking individual who will provide a broad range of administrative duties, while demonstrating discretion in handling highly confidential information. The candidate will possess strong communication skills, interact with all levels of the organization, be detail-oriented and strategic and possess an executive presence.

This position will report to the Senior Vice President of Corporate Affairs and will interact with Healthix President and CEO, Senior Vice Presidents and members of the Healthix Board and other committees.

Responsibilities:

- Conserves executives' time by reading, researching, and routing correspondence; drafting letters, documents and meeting minutes; collecting and analyzing information; initiating telecommunications.
- Drafts various reports requiring knowledge of methods, procedures, policies and organization for senior management's signature.
- Responds to highly diversified inquiries from members of Healthix, Board members and the general public. Provides courteous and efficient responses to phone inquiries, determining from experience and training, the limitations on the extent and type of information which may be provided.
- Schedules appointments to ensure accuracy and effectiveness of executives' calendars. Plans and schedules meetings, conferences, teleconferences, and travel. Prepares meeting materials, assembles packets of information, including itineraries and anticipates catering needs.
- Ensures meeting spaces and technology are available, operational and functional to eliminate last minute disruptions. Ensures availability and operation of equipment used in meetings by completing preventive maintenance; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories.
- Manages executive teams' expense reports.

- Greets guests and ensures appropriate security registration of all external guests upon arrival at Healthix office.
- Secures information by maintaining contact lists in Healthix CRM system. Provides historical reference by developing and utilizing filing and retrieval systems.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Performs back-up to Office Manager as needed.
- Other duties as assigned at the discretion of the CEO and President.

Qualifications:

- Must have the following skills: organization, time management, Microsoft Office, scheduling, writing, reporting, Supply management, presentation, equipment maintenance, travel logistics, and verbal communication skills.
- Five or more years of administrative support in a corporate environment is required.
- Must have 2 years of college or equivalent experience; knowledge of health care and/or technology is beneficial.
- Outstanding ability to develop and maintain positive and effective interactions and working relationships at all levels of the organization, both verbally and in writing is necessary.
- The flexibility and resiliency to work well under pressure, maintain confidentiality, and quickly adapt to rapidly changing needs and priorities is required.
- Must have a positive attitude, be proactive, collaborative, highly accurate, and have a strong work ethic.
- Advanced Microsoft Office skills including Outlook, Word, Excel, PowerPoint, and SharePoint is required. Knowledge of Salesforce, GoToMeeting, and Open Voice conference applications a plus.
- Ability to gain full working knowledge of the company's structure, key personnel and organizational policies and procedures, as well as a functional knowledge of a professional services environment.

Application:

Interested individuals please email your resume and cover letter to careers@healthix.org. Please ensure to include "Executive Assistant" in the subject line.