

JOB DESCRIPTION

POSITION: Executive Assistant

DEPARTMENT: Administration

REPORTS TO: Dr. Rachel Ness, MD Owner

JOB SUMMARY: The Executive Assistant serves as a strategic partner to the owner and leadership team at Fargo Center for Dermatology. This high-level administrative role involves managing critical company operations, handling confidential information, and coordinating executive communication. The Executive Assistant will also support organizational goals by managing complex tasks such as creating detailed reports, analyzing data, and ensuring seamless coordination across departments.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration, Healthcare Management, or a related field preferred.
- Minimum 5 years of experience in administrative roles, including at least 1 year supporting executive leadership or within a healthcare organization.
- Proven experience handling sensitive information and managing multiple high-priority projects.

DUTIES & RESPONSIBILITIES:

1. Perform executive assistant duties for owner and leadership team including project management, data analysis, executive-level communication, and managing confidential correspondence, drafts, reports, emails, and memos.
2. Schedules appointments for the owner, both personally and professionally.
3. Arranges travel and meetings; develops itineraries and agendas; books other transportation; arranges lodging and meeting accommodations.
4. Drafts letters and documents; collects and analyzes important information; creates reports for leadership review; initiates telecommunications.
5. Prepare event briefing materials for leadership.

6. Acts as liaison between departments to facilitate communication at the leadership level.
7. Attends leadership meetings. Records minutes of meetings.
8. Maintains governance documents and files including those related to committees, quality assurance, strategic planning, bylaws, personnel, compensation, finance, etc.
9. Protects operations and leadership by keeping information confidential.
10. Performs other duties as assigned.

CORE COMPETENCIES AT FARGO CENTER FOR DERMATOLOGY:

Knowledge:

1. In-depth understanding of organizational policies, procedures, and systems.
2. Familiarity with healthcare operations and administrative complexity.
3. Advanced knowledge of office software tools, including Microsoft Office Suite.
4. Knowledge of clinical and non-clinical schedules and complexity of managing both.

Skills:

1. Exceptional written and verbal communication, with the ability to draft professional reports and presentations.
2. Expertise in time management and prioritization to meet tight deadlines.
3. Proficiency in project management, including multitasking and problem-solving in a fast-paced environment.

Abilities:

1. Ability to manage multiple and changing projects rapidly and effectively.
2. Ability to handle confidential information with discretion and adapt to competing demands. Strong interpersonal skills to build relationships across all levels of the practice.

3. Strategic thinking and the ability to anticipate needs and propose innovative solutions.
4. Capacity to work independently, manage ambiguity, and adapt to shifting priorities.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, postal machines, etc.

Work Environment: Position is in a well-lighted medical office environment. Occasional evening and weekend work.

Physical Requirements: Must possess the physical and mental abilities to perform the tasks normally associated with an Executive Assistants such as sitting for 80 percent of the day; manual dexterity to operate office machines including computer and calculator; stooping, bending to handle files and supplies; and mobility to complete errands or deliveries, lifting up to 20 lbs. Stress can be triggered by multiple staff demands and deadlines.

SCHEDULE & COMPENSATION MODEL:

- Full-time
- **Compensation:** Based on qualifications and experience, reflecting the role's strategic importance.
- The core schedule of this position is:
 - 1.0 FTE – Monday through Friday / 7:45am-5:30pm. Some evenings and weekends may be required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

