

TITLE

Executive Assistant

SUPERVISOR

President and CEO, South Carolina Hospital Association

QUALIFICATIONS

- Bachelor's degree or equivalent relevant experience
- At least 5 years of administrative professional experience in the C-suite of a hospital or hospital association
- Excellent communication skills, written and verbal

BASIC FUNCTION

The Executive Assistant will use experience and professionalism to support the President/CEO, Chief Operating Officer, and Executive Vice President. The position's primary focus is to provide outstanding administrative support while representing the Association and its executives in a professional manner with the utmost confidentiality.

DUTIES

1. Provide excellent customer service to SCHA Board.
 - Coordinate and facilitate Board and committee meetings.
 - Draft and edit minutes for Board meetings, to include managing the approval process and filing in the organization's permanent records.
 - Handle and safeguard confidential information and sensitive material.
2. Increase Member Satisfaction through meetings with SCHA President/CEO, Chief Operating Officer and Executive Vice President.
 - Schedule appointments and coordinate travel.
 - Maintain calendar appointments and deadlines to ensure proper accountability.
 - Coordinate visits to new hospital CEOs and potential association members.
3. Increase Member Satisfaction through exceptional communication.

- Draft, edit and distribute CEO and Executive Updates as directed.
 - Assist in implementing and operationalizing SCHA Strategic Plan.
 - Assist in planning association events, meetings and other member engagement opportunities.
 - Coordinate and facilitate council, committee and other meetings as requested.
4. Manage executive office budget.
- File expense reports and check requests as necessary.
 - Monitor expenses to ensure budget compliance.
5. Additional duties and responsibilities as necessary:
- Assist with daily correspondence and filing.
 - Serve on miscellaneous committees

SPAN OF SUPERVISION

This position will not have supervisory responsibility.

PHYSICAL DEMANDS AND TRAVEL REQUIREMENTS

Occasional travel to attend association meetings and hospital visits.