

Title: Executive Assistant

Location: Boston, Massachusetts

Travel: This role will involve intermittent travel (when COVID restrictions ease).

Term: Permanent, Full Time

Reporting Relationship: The position will report to the Business Operations Manager

ICHOM – Background:

ICHOM is a non-profit organization committed to transforming healthcare. Its mission is to unlock the potential of Value-Based Health Care by defining global Standard Sets of outcome measures that really matter to patients for the most relevant medical conditions and by driving adoption and reporting of these measures worldwide. ICHOM brings together leading experts from around the world with a number of different initiatives.

Job description:

The Executive Assistant role is a flexible role for someone looking to grow with an International Company. This position consists primarily of providing general, clerical and organizational support to the ICHOM Executive team, Finance team and offering support to the Business Operations Manager on wider company administration.

Duties & Responsibilities:

- Administrative tasks for the Executive Team: manage a very busy, dynamic calendar; complete expense reports; prepare internal and external correspondence on behalf of the Executive Team
- Plan and coordinate the Executive Team's schedule and act as an efficient "gatekeeper" and "gateway." Do background research for appointments in the calendar and add to the calendar so that the Executive Team is up to speed on any meetings in calendar
- Work closely with the Executive Team to keep them well informed of upcoming commitments and responsibilities
- Research and prioritize incoming issues and concerns addressed to the Executive Team, including those that are sensitive/confidential. Determine appropriate courses of action
- Communicate directly with and on behalf of the Executive Team to Board members, staff, donors and others
- Manage the Executive Team's travel schedule, developing itineraries and agendas, booking transportation, arranging accommodation and meeting rooms
- Support the Business Operations Manager to manage the relationship with Workbar to ensure smooth running of the facilities
- Support the Business Operations Manager to make all staff travel arrangements, including hotel arrangements
- Support the Business Operations Manager to coordinate IT (hardware and software) requirements
- Support the Business Operations Manager to organize servicing of equipment and order stationary and general office supplies
- Support the Business Operations Manager to ensure that the all property and contents are properly and adequately insured, and policy renewals kept up-to-date
- Assisting in updating and maintaining the Company database
- Liaison with suppliers and clients as required.
- Conduct the following Finance duties:

- Code and upload all invoices sent to ICHOM
- Scan and forward all bank statements, payroll reports, etc. to Finance
- Reconcile ICHOM credit cards each month.
- Daily/monthly finance support
- General day to day support to outsourced Finance agent

Qualifications/Experience

- High School diploma required, with 1 - 3 years of previous experience in an office environment.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), G Suite (email, Drive, etc.) and proficiency using Xero is a bonus
- Strong English written and oral communication skills required.
- Excellent organizational skills with outstanding attention to detail needed.
- Incumbents must possess the ability to work independently and as part of a team.
- Adept at problem solving and using judgment in situations requiring independent initiative and tact is necessary.
- Ability to manage multiple projects simultaneously.
- Very strong interpersonal skills
- A strong passion for improving health care
- Excellent writing and presentation skills

To apply

Please complete the attached application form and return to jobs@ichom.org