

**Title:** Executive Assistant to Leadership Team

**Location:** USA (Ideally Boston)

**Term:** Permanent , Full Time

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

### **ICHOM – Background:**

ICHOM is a non-profit organisation committed to transforming healthcare. ICHOM was co-founded in November 2012 by Professor Michael Porter of Harvard Business School, Stefan Larsson from the Boston Consulting Group, and Professor Martin Ingvar of the Karolinska Institutet. 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. Standard set development remains at the core of what we do and we have produced 39 standard sets so far. This work is widely publicised through our conference programme, in 2019 more than 1200 delegates from 44 countries attended the largest gathering of VBHC professionals. Following the global pandemic the conference has been delivered through a series of virtual events, concluding with the largest virtual event for 3 days in November 2020. Our Partner Programme offers implementation support to providers who require help implementing standard sets. Our online community, ICHOM Connect, offers a space for healthcare professionals to meet, discuss, evaluate and benchmark their projects and future work. ICHOM is now on the brink of a major development with the launch of machine readable standard sets and a global benchmarking platform. This year will see the team double in size as we prepare for a period of major growth.

### **Job description:**

The Executive Assistant role consists primarily of providing general, clerical and organizational support to the ICHOM Leadership team (x 3 people) and will also offer support to the Business Operations Manager on wider company administration, especially the US administration.

### **Duties & Responsibilities:**

- Administrative tasks for the Leadership Team: manage a very busy, dynamic calendar; complete expense reports; prepare internal and external correspondence on their behalf
- Plan and coordinate the Leadership 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 tTeam is up to speed on any meetings in calendar
- Work closely with the Leadership Team to keep them well informed of upcoming commitments and responsibilities
- Research and prioritize incoming issues and concerns addressed to the Leadership Team, including those that are sensitive/confidential. Determine appropriate courses of action
- Communicate directly with and on behalf of the Leadership Team to Board members, staff, donors and others
- Manage the Leaderships Team travel schedule, developing itineraries and agendas, booking

transportation, arranging accommodation and meeting rooms

**Finance Duties:**

- Create all POs on behalf of the Leadership Team
- Scan and forward all bank statements landing in the US office and send to the finance agency
- Help with any US finance requests such as banking cheques on our behalf or calling Santander US
- Help to reconcile ICHOM credit cards each month, ensuring all receipts are gathered and sent to the Finance team
- Log office expenditure with the Business Operations Manager
- Ensure best costs for the organization
- General day to day support to outsourced Finance agent and Business Operations Manager

**General Office Administration Duties:**

- Support the Business Operations Manager to manage the relationship with the office providers 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 organise 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
- Liaise with suppliers and clients as required and in line with the key disciplines

**Qualifications/Experience**

- Very strong organizational skills, with outstanding attention to detail
- Very strong interpersonal skills
- Very strong written and verbal communication skills
- Very strong decision-making capability and proactive approaches to problem-solving
- Excellent team player
- When solving problems, actively seeks opportunities and proposes solutions
- Fluency in English as a primary written and spoken language
- Proficient in Microsoft Office (Word, Excel, PowerPoint), G Suite (email, Drive, etc.) is a bonus

**Additional characteristics**

- A strong passion for improving health care
- Fluency in English as a primary written and spoken language is required.
- Excellent writing and presentation skills
- Strong MS Word, PowerPoint and Excel capabilities (proficiency using Xero is a bonus)
- You like working in a fast paced, agile environment

**To apply**

Please complete the attached application form and return to [jobs@ichom.org](mailto:jobs@ichom.org)