

Executive Assistant / Quality Assurance Coordinator

The Outpatient Medical Center Executive Office is seeking an Executive Assistant to perform a variety of workplace executive office assistant level tasks while working with external stakeholders and a multidisciplinary team of staff. The Executive Assistant will play a key role in coordinating the organization's Quality Assurance Program which is overseen by the Chief Compliance Officer and Chief Medical Officer.

This position requires:

- Experience as an executive or administrative assistant **(at least 2 years preferred)**
- Proficiency in the use of office software – Outlook, Word, Excel, PowerPoint, etc. **(skills test will be required, if interviewed)**
- Excellent business/executive writing skills **(skills test will be required, if interviewed)**
- Superb and exemplary work ethic and reliability
- Task completion and outcome-based performance evaluation
- Ability to follow policies, written procedures and protocols
- Ability to track tasks based on OMC priority

OMC will receive resumes for the next 2 weeks (14 Days). After the deadline, Monday, September 9th, 2024, OMC will conduct interviews based on the qualifications of the resumes received.

If interested, please send your resume and a short summary of your interest to OMC Human Resources at HR@outpatientmedical.org or apply on Indeed.com