



Executive Administrative Assistant

About the Role:

The Executive Administrative Assistant is responsible for managing the operational functions of the office and supporting the day-to-day activities of the CEO. We are looking for an excellent communicator who takes great pride in their work, is a stickler for details, and excels at multitasking - all with a smile!

Responsibilities:

- Executive Support:
 - Provides business support to the CEO, which may include organizing and scheduling meetings, coordinating calendars, booking conference rooms, ordering catering, etc.
 - Assist in various projects involving lite research and analysis
 - Provide general administrative support for the executive team
- Greet Visitors
 - Notify building security of visitors to our office
 - Greet visitors in a courteous and professional manner
 - Coordinate visitor badges and parking validation tickets for guests
- Mail / Shipping
 - Check mail daily. Sort and distribute within the office.
 - Create shipments, print labels and deliver boxes to UPS/FedEx drop boxes in the building mailroom
 - Sign for incoming packages, certified mail, and schedule pick-ups
 - Coordinate large deliveries with property management
- Maintain Office Supplies
 - Keep track of office supplies and product ordering when needed
- Office Café Management
 - Monitor drinks, snacks and water delivery and reorder as needed
 - Monitor cleanliness of café
- General Office Administrative Support
- Coordinating Birthday Celebrations
 - Post employee birthdays and anniversaries announcements on company Intranet
 - Come up with new ideas for monthly celebration lunches
 - Order lunches and act as point of contact for restaurant to coordinate delivery and set-up
- Serve as the Building Management Point of Contact
 - Report maintenance/office inquiries (office temperature etc.)
 - Attend building meetings (fire drill training, etc.)
 - Communicate building updates and notices to employees
- Event Planning
 - Research new ideas for creative team building events
 - Coordinate team building events and volunteer opportunities for staff
 - Assist with planning annual holiday party and events



Desired Skills and Experience:

- Two or more years of experience in an administrative support role.
- High School Diploma Required
- Excellent communication and interpersonal skills with employees at all levels of the organization
- Ability to function well as a member of a team and have fun at work
- Strong attention to detail in all communications
- Ability to calmly and professionally multitask and manage competing priorities
- Highly confidential and professional on all sensitive matters.
- Strong MS Office suite capabilities

In the United States, Adaptive Health requires that applicants provide authorization and consent to a background check to continue in the selection process. All employment offers are contingent on meeting our background check standards. If hired, you will be required to provide documentation indicating your legal right to work in the U.S which may be verified through Adaptive Health's participation in the E-Verify program.

As an Equal Opportunity employer, Adaptive Health provides an environment that promotes individual recognition and achievement. We recruit, hire, train, compensate and promote associates without regard to race, sex, color, religion, age, national origin, disability or protected veteran status.