



CAREER OPPORTUNITY WITH SILVER FERN HEALTHCARE

Title: Executive Assistant

Position Description

A core member of the Silver Fern Team, the Executive Assistant reports to the Chief Executive Officer (CEO). The Executive Assistant effectively supports all administrative functions necessary to enable optimal performance of the CEO and Chief Scientific Officer (CSO). In addition, the Executive Assistant is responsible for helping achieve Silver Fern's strategic and business goals.

About Silver Fern Healthcare

Based in Connecticut and founded in 2013, Silver Fern Healthcare is an early-stage company working to reverse the chronic-disease epidemic in the United States. Driven by a mission to transform care for people with chronic diseases, Silver Fern's scientific, evidence-based SaaS products and accompanying services provide healthcare professionals with tools and insights to improve the care—and the lives—of patients with chronic disease. Silver Fern works with a wide variety of healthcare stakeholders to provide products that address the human and financial challenges of treating chronic disease.

Responsibilities

Executive Support

- Manages executive calendars and assists with scheduling
- Keeps executives informed of critical issues
- Manages executive team members' email, as requested
- Prepares travel arrangements
- Manages contacts

Office Management

- Assists Chief of Staff in organizing, maintaining, and locating documents, confidential files, and electronic and physical records
- Maintains the Silver Fern master calendar
- Answers telephone calls and provides information and assistance to callers
- Performs various forms of data entry
- Maintains and updates contact lists
- Monitors office supply needs and places orders
- Monitors and orders technology tools and equipment, as directed
- Manages copying and shipping and works with vendors, as needed
- Troubleshoots office management issues, including technology



Meeting and Event Support

- Attends meetings, as assigned, for the purpose of recording information
- Assists in planning and scheduling meetings, events, and activities
- Distributes meeting information to external stakeholders
- Preps materials or documents for meetings and events
- Orders food
- Assists in preparation for conference attendance

Communication and Operations Support

- Composes documents and correspondence for the purpose of requesting or providing information, confirming events, etc.
- Prepares or compiles documents for clients or partners
- Coordinates and assists with the hiring and interviewing process, including setting up interviews, preparing hiring packets, and communicating with candidates
- Distributes and collects documents and paperwork for new hires, independent contractors, and vendors
- Prepares copies and distributes notices, memoranda, or other correspondence from executives
- Edits and proofs documents or correspondence

Other duties, as assigned

Desired Skills and Attributes

- Must have strong administrative skills with the ability and desire to learn and keep abreast of new process workflow and business tools, programs, and systems
- Must have high proficiency with Microsoft Office Suite
- Highly flexible and adaptive work style with the ability to prioritize among competing demands
- Superior organizational skills
- Ability and willingness to know and protect confidential information
- Strong customer service skills
- Experience with customer relationship management (CRM) systems preferred

Education and Experience Required

- Minimum of five (5) years' administrative support experience, including three (3) years' experience supporting executive-level staff.

Travel

- Minimal travel required

Location

20 Church Street, Mezzanine Level, Hartford, CT



Open Date

February 13, 2020

Closing Date

Open until filled

Directions to Apply

To apply, please email your resume and cover letter describing your match to the job requirements to apply@silverfernhealthcare.com.