



UNIVERSAL HEALTH CARE  
FOUNDATION OF CONNECTICUT  
[UNIVERSALHEALTHCT.ORG](http://UNIVERSALHEALTHCT.ORG)

**Position Available**  
**April 2019**  
**Executive Assistant**

Universal Health Care Foundation is looking for an experienced Executive Assistant with excellent organizational and time management skills.

**POSITION SUMMARY:**

The Executive Assistant is an administrative position that supports and serves the President. This position plays an integral role in assuring efficient, high caliber customer service as a basic standard of the Foundation. Through the effective execution of job responsibilities, this position assures a positive and inspiring reflection of the office of the President and the Foundation. This position is also responsible for ensuring the quality and integrity of the records management database for the organization, and provides support to the overall management of the office.

**Essential Qualifications:**

- Strongly motivated by the Foundation's mission, vision and values.
- Mature interpersonal and communication style. Ability to interact well with a diverse range of people. Highly desired personal qualities include self-confidence, intuition, flexibility, positive outlook, energy, and diplomacy. Utmost confidentiality is required.
- Ability to work under the pressure of tight deadlines, able to take lead with minimal supervision. Comfortable working in a continually changing external environment. Excellent follow-through. Close attention to detail.
- Strong negotiation skills to manage effectively under very demanding conditions and with demanding people.
- Strong oral and written communication skills, in particular strong writing and editing skills for correspondence from the President's office.
- Superior organizational skills. Ability to complete assignments independently, professionally and in a timely manner. Ability to make decisions about how to manage and organize own workload.
- Strong time management skills with ability to manage multiple tasks and projects as a time.
- Excellent project planning and management skills, and ability to obtain supports creatively.
- Strong critical thinking, problem solving, troubleshooting and decision-making capabilities. Demonstrated ability to identify procedural problems or inefficiencies and to recommend and implement improvements.
- Proficiency in the use of social media, including Facebook and Twitter.

- High proficiency with Microsoft Office products, particularly Word, PowerPoint and Excel. Database proficiency is critical.
- Minimum 8 years' experience in a progressively responsible position supporting one or more executive level positions.
- Sales Force experience highly desirable

**Compensation and Benefits:**

Compensation commensurate with experience. Benefits include medical, dental and vision coverage; 401K retirement plan; life insurance; and tuition reimbursement.

The Foundation is committed to diversity, equity and inclusion and provides equal employment opportunity to all applicants without regard to race, ethnicity, religion or creed, sexual orientation, gender identity and expression, marital status, national origin, ancestry, age, physical appearance or disability. All are encouraged to apply.

**Please send cover letter, resume and salary requirements to: [HR@universalhealthct.org](mailto:HR@universalhealthct.org)**