

HOSPITAL COUNCIL OF NORTHWEST OHIO
Position Description
December 2017

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| <u>Job Title</u> | Assistant to the President |
| <u>Reports to</u> | President & CEO |
| <u>Salary Range</u> | Dependent on experience/education |
| <u>Work Schedule</u> | 40 hours and can be flexed when needed by the President |

Summary: Provide Executive Assistance to the CEO/President

Position Qualifications

- Prefer Associate or Bachelor's degree in Business
- Eight to ten years secretarial experience preferably in a healthcare setting along with experience working as executive level assistant to C suite executives highly preferred;
- Experience in a fast-paced office environment required;
- Detail-oriented, capable of multi-tasking;
- Ability to communicate effectively orally and in writing to Board Members, vendors and coworkers;
- Ability to organize and work independently;
- Proficient in the use of Microsoft Office Suite software required;
- Self-starter, able to work as a member of a team in a complex environment;
- Dependable; on call, flexible schedule, may include working after hours as needed
- Valid driver's license and reliable transportation.

If interested and qualified for this position send cover letter, resume along with salary requirements to Tina Hacker, HR Manager at thacker@hcn.org