

## Administrative Assistant to Senior Leadership

### Company Overview

Veterans Accountable Care Group, LLC (VACG) is a deeply experienced health services development and management organization focused on assisting governmental agencies and commercial health plans optimize care delivery programs. Our executive leadership and partners have formulated and executed clinical integration strategies for some of the country's leading health care delivery systems, federal agencies and state governments. Our core focus is the Veterans Health Administration and the DOD's Military Health System, targeting opportunities requiring technology-enabled solutions, delivering innovative approaches to care delivery and highly-effective administrative services.

- VACG offers a competitive benefits package including: health benefits, 401K, company holidays, PTO, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- VACG is an equal opportunity employer.
- The VACG operations center is conveniently located in the DC Metro area with parking available on site. Also, convenient to public transportation.
- Apply by submitting resume and informative cover letter to [resumes@vacgroup.org](mailto:resumes@vacgroup.org)

### Position Summary

The Administrative Assistant is responsible for coordinating, maintaining, and supporting efficient, daily office operations in support of senior management staff and Company needs.

### Major Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Plan and coordinate Company staff functions

### **Essential Skills and Experience**

- At least three years experience in a demanding administrative support position
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers, projectors and fax machines.
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

### **Education**

- High School Diploma or GED required
- Undergraduate degree preferred