



**Executive Assistant**  
Wilmington, Delaware

Our client, located in Wilmington, DE is a leading-edge provider of Health Care Industry Software. The Executive Assistant will provide full and diversified administrative support to the Director of Technology and the technology department. The Executive Assistant will serve as a facilitator to coordinate schedules, obtain requested information, maintain reports, schedule training, approve time sheets, coordinate calendars, and execute special projects and other related activities.

**Responsibilities:**

- Answer phones, manage professional and personal Outlook calendars, coordinate schedules, plan appointments and activities
- Research training courses for professional development of team
- Use tact, discretion, and good judgment in handling sensitive and confidential information
- Coordinate special projects and maintain order within department
- Book travel, provide directions, provide documents as needed, and file all expenses for reimbursement
- Approve and manage employee timesheets
- Meet and escort visitors, candidates and clients
- Compose and type correspondence, memos and emails
- Assist with meeting preparation and follow up, including maintaining agendas, creating pre-meeting packets, taking notes if needed, distributing and checking on follow-up items
- Organize documents

**Requirements:**

- Bachelor's degree preferred
- Technology Industry experience a plus
- Highly Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint,)
- Exceptional writing skills for correspondence, memos and emails
- Demonstrated experience supporting management level in a fast-paced work environment
- Ability to anticipate executive needs
- Experience managing relationships, scheduling and material creation for Senior Management
- Ability to prioritize tasks
- Proactive approach and "can-do" attitude
- Willingness to learn and adapt to new responsibilities

**Please Contact:**  
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