

## Executive Assistant to the CEO

### 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 Executive Assistant to the CEO is responsible for coordinating, maintaining, and supporting efficient, daily operations of the office of the CEO and Board. He or she acts as the administrative point of contact between the executives and internal/external clients.

### 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 PowerPoint presentations for the CEO
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Maintain contact lists
- Book travel arrangements
- Plan and coordinate arrangements for Board meetings and senior leadership meetings and retreats
- 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

### **Essential Skills and Experience**

- At least five years experience as an executive administrative assistant or senior executive assistant.
- Full understanding of office management systems and procedures.
- 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.
- Discretion and confidentiality.

### **Education**

- High School Diploma or GED required
- Undergraduate degree preferred