



**BARRETT**  
HOSPITAL & HEALTHCARE

### **EXECUTIVE ASSISTANT**

Barrett Hospital & HealthCare invites applications to fill an Executive Assistant position to join our team of professionals. The Executive Assistant provides, under general supervision, administrative support to the CEO, CCO, CFO, and the Board of Directors. The Assistant is responsible for coordination of all aspects of the administrative office including flow of information, scheduling, liaison with medical staff, community members, hospital staff and Board of Directors members. The Assistant is also responsible for the organization of the administrative office, including various files including State and Federally required documentation, office equipment, and overall appearance. Under the supervision of the CEO or designee, the Assistant coordinates hospital-wide community awareness planning and implementation. As a member of the professional team, the Assistant requires maintaining a high level of organization skills, self-motivation and a well-developed demeanor and discretionary judgment. The Assistant provides support for major projects, as assigned by leadership, and is responsible for ensuring that project actions are tracked and completed timely.

**Minimum Qualifications:** Candidates must have 5+ years directly related, executive level support experience. Proficiency in Preference will be made for candidates who possess a Bachelors' degree. Experience supporting healthcare leadership, preferred.

***For more information, please email [careers@barrethospital.org](mailto:careers@barrethospital.org).***

***Barrett Hospital & HealthCare is proud to  
be an Equal Opportunity Employer.***