



<https://phoenixvirtualstaff.com.ph/job/administrative-assistant/>

Administrative Assistant

Description

This role of Administrative Assistant requires a highly organized, detail-oriented, and proactive individual capable of managing schedules, coordinating travel, preparing briefing documents, conducting market research, and creating contact lists. Additionally, this role involves leveraging the CEO's LinkedIn to outreach and set up meetings, supporting our mission to enhance patient outcomes and healthcare processes.

Responsibilities

- Efficiently organize and manage the calendar, ensuring all meetings and deadlines are accurately scheduled and prioritized.
- Plan and coordinate travel arrangements, including flights, accommodations, and itineraries, for staff members as required.
- Draft, compile, and prepare briefing documents, reports, and presentations for internal and external meetings.
- Conduct thorough market research to support business strategies, understand industry trends, and gather competitive intelligence.
- Develop and maintain comprehensive contact lists for business networking, client management, and other professional interactions.
- Utilize the CEO's LinkedIn account to reach out to potential partners, clients, or stakeholders and arrange meetings.
- Ensure all administrative documents are well-organized, up to date, and easily accessible.
- Assist in the planning and execution of internal and external meetings, conferences, and events, including logistics, attendee management, and material preparation.

Qualifications

- Exceptional ability to organize, prioritize, and manage tasks and schedules efficiently.
- High level of accuracy and attention to detail in all aspects of work.
- Proven experience in arranging travel plans, including flights and accommodations.
- Competency in conducting market research and compiling data into actionable insights.
- Excellent written and verbal communication skills in English for effective correspondence and presentation preparation.
- Proficient in GSuite (Google Docs, Sheets, etc.), with a strong aptitude for learning new technology tools.
- Experience with LinkedIn for professional outreach and networking, including setting up meetings and managing contacts.
- Flexible and adaptable to changing priorities and work demands.
- Ability to work collaboratively in a team environment, contributing to a positive work culture.
- Previous experience in an administrative role, preferably in a healthcare or related setting, is highly desirable.

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Date posted

March 7, 2024

