



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

Executive Administrative Specialist

Description

We're looking for a highly organized and experienced Executive Administrative Specialist to help our clients with their administrative needs. This position will be the primary point of contact for administrative activities, requiring great communication skills, high attention to detail, and the ability to work efficiently both individually and as part of a team.

Responsibilities

- Serve as the client's primary contact for all administrative needs.
- Manage and prioritize client emails, letters, and inquiries.
- Coordinate meetings, appointments, and travel plans as needed.
- Maintain the client's calendar and assist with scheduling appointments.
- Communicate efficiently with clients to answer questions and provide support.
- To avoid language barriers, ensure that communication is clear and timely.
- Support basic marketing tasks such as using Canva to create visuals, composing promotional materials, and coordinating marketing initiatives as needed.
- Apply the knowledge or experience with artificial intelligence (AI) to help clients migrate to AI integration.
- Assist in managing or handling AI systems while showing flexibility and a willingness to understand new technology.
- Collaborate closely with the client's team to ensure efficient operations and clear communication.
- Collaborate with other employees to achieve common goals and objectives.
- Demonstrate flexibility in working hours to align with the client's schedule.
- Be open to accepting new challenges and tasks as they arise.

Qualifications

- Excellent Communication Skills
- At least 3 years of experience working as an Executive Assistant
- Experience working in US Healthcare industry
- Experience in email and calendar management
- Experience in scheduling of appointment and travel management
- Familiarity with basic marketing skills like using Canva , Microsoft office applications and DocuSign
- Has idea about AI or experience in managing or handling

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Date posted

March 7, 2024