



JOB POSTING

Executive Administrative Assistant

Salary: \$55,000 to \$65,000 annually

Summary /Overview

The Executive Administrative Assistant must be a professional, confident, and organized individual, who can manage and support the CEO. The ideal candidate will be a self-starter and forward-thinking individual, who can work with little or no supervision, and has a track record that demonstrates exceptional achievement. Must be able to proactively identify opportunities to provide assistance and help the Executive Department operate smoothly. This individual must be comfortable dealing with a multitude of stakeholders, including customers, employees, senior staff, State of CT agency heads, and elected government officials.

Access Health CT Mission: To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Essential Duties and Responsibilities

- Provide administrative support to CEO.
- Organize monthly Board of Directors meetings, including logistics, preparation and mailing of Board materials, liaising with the Lieutenant Governor's office on annotated agendas, attend prep meetings prior to Board meeting date, prepare meeting room, and assist during Board meetings.
- Attend meetings in CEO's absence and report back on significant discussions requiring CEO attention or response.
- Provide Board Committee support to schedule meetings and set agendas.
- Manage CEO by anticipating needs, while proactively collecting resources to fulfill those needs.
- Manage constantly shifting priorities with flexibility and accuracy.
- Identify and resolve problems in a timely manner by gathering and analyzing related information or data.
- Organize and support CEO media relations in coordination with Public Relations Department.
- Manage incoming calls and correspondence (mostly electronic) from principals, Board members, staff, government representatives and elected officials.
- Set CEO speaking engagements by screening and filtering requests and providing coordination and preparation assistance.
- Coordinate CEO travel and complete monthly expense reports.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BS or BA degree
- 5-7 years' experience as an executive assistant working in business, healthcare insurance, state government, or quasi-public agencies.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Professional demeanor and self-confidence.
- High degree of professionalism to handle sensitive and confidential information.
- Ability to read, analyze, and interpret information
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficient in use of Microsoft Office and comfort learning new software systems.
- Excellent communication, interpersonal, and organizational skills.

Equal Opportunity and Affirmative Action Employer

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**