



North Ottawa Community  
Health System

## Senior Executive Assistant – Full Time, Exempt

### Minimum Requirements:

- High school graduate required, Associates or Bachelor's Degree preferred.
- In the absence of a degree, an Executive Assistant Certificate is required.
- Background in healthcare preferred, with at least five (5) years of executive assistant experience. Must have excellent interpersonal skills.
- Strong decision-making skills, verbal and written communication skills and attention to detail.
- Ability to take meeting minutes.
- Must be extremely efficient, organized and resourceful.
- Must be flexible and able to function well in a fast-paced environment.
- Proficiency with MS Word, Excel, Access, and PowerPoint. Database statistical management experience is required.
- Time management skills are critical.
- Mathematical ability is required to prepare and manage office budget, expense reports, etc.
- Ability to work under pressure and with many interruptions while prioritizing and organizing workload.
- Excellent customer service skills essential.

In this role you will provide a high level of professional administrative support to the President & CEO, and assistance to other administrative management members as necessary, by performing a wide variety of daily logistical functions and activities including assistance with meetings, minutes, and documentation preparation. You will manage the office of the President & CEO, handle project-oriented duties, and varying levels of technical assistance. You will respond to immediate needs on a continuous basis from a wide variety of hospital system staff, using discretion with highly confidential and/or sensitive material.

**Excellent Benefits package including Medical, Dental, Vision, Life, 401K and paid time off**

*North Ottawa Community Hospital is an 81-bed, acute care hospital located in Grand Haven, Michigan on the shores of Lake Michigan. We are a community health care system with a variety of inpatient, outpatient and support service. Affiliate organizations strengthen our seamless delivery of care, by transforming us into a health care delivery system.*

**Please submit a resume along with salary requirements to:**

**[employment@noch.org](mailto:employment@noch.org)**