



ORTHOPAEDIC ASSOCIATES

o f W i s c o n s i n

There is a Difference.

Executive Assistant to the CEO

Position Description

Full-time, Exempt

Reports to Chief Executive Officer

No direct reports

About Orthopaedic Associates of Wisconsin

Orthopaedic Associates of Wisconsin has a history of excellence. Founded more than 40 years ago, OAW has grown to become Wisconsin's premier, multi-physician orthopaedic practice. OAW physicians also share their knowledge, skills, and experience with the broader medical community through teaching and publishing at the local, regional, and national levels. OAW's medical and surgical services are complemented by PA's, nurses, and other health professionals.

Summary of Role

The Executive Assistant to the Chief Executive Officer provides full-service support to the CEO, as well as available support to OAW leaders and the Board of Directors. This role manages daily administrative functions as well as the internal and external activities of the CEO and other leaders. The Executive Assistant partners with all team members while creating, implementing, and managing special projects and project teams, to increase the effectiveness and efficiency of OAW's leaders. The Executive Assistant provides sound advice with professionalism and strict confidentiality.

Key Responsibilities

- Provide high level support to the CEO and other leaders by creating and managing meetings and projects including the preparation of technology and materials.
- Oversee operational and administrative activities across functions; resolve related issues.
- Manage content and flow of information to the CEO; create and deliver correspondence in all formats.
- Strategically manage complex calendars and schedule appointments. Coordinate, reserve, and communicate travel plans.
- Reconcile expenses, analyze other financial data for the CEO.
- Anticipate the needs of the CEO and other leaders to increase their delivery of results.
- Develop effective relationships with all team members to understand and foresee priorities and urgent issues that need executive attention.
- Take initiative to recommend and execute continuous improvement projects as needed.
- Use discretion and confidentiality in all matters.
- Build trust with and respond to CEO's stakeholders.
- Help to build coordination, collaboration, and consistency within the leadership team.
- Provide excellent customer service to the CEO, leadership team, team members, suppliers, patients, providers, and all stakeholders.

- Support business growth by partnering with leaders to learn their high-level administrative needs; support them when able.
- Other duties as assigned; position subject to change at any time

Qualifications

Education—

Bachelor's degree in human resources, business management, administrative support, or other field

Experience—

- Four or more years in an Executive Assistant role, acting as the right hand to a VP or C-level executive, to include meeting management, scheduling, travel planning, etc.
- Experience in a fast-paced and ever-changing environment with multiple stakeholders and priorities
- History of developing and maintaining meaningful relationships while introducing change
- Experience with owning and managing short- and long-term projects and their results

Skills and Abilities—

- Extreme flexibility and the ability to multitask across many different arenas
- Ability to anticipate needs, think proactively and systemically, and to prioritize effectively
- Able to stay positive and proactive in all situations, with high initiative
- Leadership and the ability to get results through others
- Ability to jump in, problem solve, and work independently through ambiguous or new situations
- Independent and timely decision-making abilities
- Time management and ability to meet multiple and changing deadlines
- Strong organizational and follow-up skills
- Resource management
- Exceptional interpersonal skills to build and cultivate relationships
- Exemplary communication skills (written, verbal, listening, presentation)
- Strong attention to details and accuracy
- Impeccable tact, judgment, and experience vetting/verifying information
- Ability to adapt quickly to, and diffuse, problematic situations
- Team player who regularly collaborates with senior leaders and all levels of the organization
- Ability to speak expertly with a transparent, trustworthy approach
- Able to develop creative ideas and solutions while considering best practices
- Dynamic and motivated; very professional with the ability to maintain confidentiality
- Proficient in Microsoft Office Suite; strong technology skills

Physical Demands—

- Ability to work in a fast paced, rapidly changing environment
- Will need to stoop, bend, and at times lift up to 25 lbs., etc.
- Some local travel
- Standard office/clinic environments with low noise
- Use of standard office equipment, while standing or sitting

Equal Employment Opportunity

OAW provides equal employment opportunity to all applicants and employees. OAW disapproves of, and will not tolerate, unlawful discrimination against any applicant or employee because of race, color, national origin or ancestry, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, religion, disability, family care status, veteran status, marital status, sexual orientation, or any other basis protected by local, state, or federal laws.

Acknowledgement

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their leader or the Board. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability. All employees are expected to be friendly, supportive, courteous, respectful, cooperative, and professional. Such behavior promotes teamwork and positive relations for all stakeholders. Employees must also adhere to OAW's conduct standards. By signing below, the employee agrees to the items listed above.