

Executive Assistant

INCITE, a mission driven and rapidly expanding consultancy serving clients primarily in the healthcare and social sector is seeking our next Executive Assistant. In this critical role, you will provide sophisticated administrative support to INCITE's founding CEO and leadership including being proactive, detail oriented, and bringing a collaborative spirit to problem solving.

What you'll bring to the job:

- An authentic and relationally invested alignment, you want to incite change for a better behavioral health care system for clients AND staff
- A track record of identifying and solving problems before they exist
- A detail driven approach around high stakes preparation processes that you'll apply to work with our current clients and potential new clients including scheduling, coordination activities, minute/note taking, developing agendas and laying the foundational work for successful next steps
- A strength for being responsible for and creating functions and procedures that enable improved system functions and allows leadership to remain focus on the big picture
- An ability to thrive in a fast-paced work environment and support leadership with internal needs and external relationship management
- A skill for identifying and managing the right priorities and processes to ensure leadership and consultants have what is needed to seamlessly serve clients
- A high emotional IQ

Your core tasks will include:

Providing executive administrative support to the CEO

- Assist with CEO calendar and correspondence, monitor to ensure priorities are retained.
- Serve as "right hand" to prepare CEO for meetings and check-ins (e.g., creating agendas, providing reminders about content and action items), and track follow-up items.
- Coordinate requests for action or information, ensuring that they are relayed to the appropriate staff member.

Supporting company-wide coordination

- Maintain calendars for CEO and staff events.
- Assist with scheduling and coordinating meetings and events, travel plans, and other activities for the CEO
- Book (and unbook) travel, schedule (and reschedule) meetings, keep track of time and expenses, support the consulting team process, and support the fast pace of our team of consultants
- Prepare and distribute reports or other communications on a regular schedule. This may involve collecting and compiling information from multiple internal sources.

General administrative processes

- Handle calls and communications from external sources, respond to inquiries with appropriate correspondence or other messaging. Provide excellent customer service to colleagues and external customers with a high level of attention. Communicate and track necessary follow-up.
- Collect, review and organize data including supporting with preparation of reports, development of PowerPoints and ensuring externally facing products align with Incite's branding standards

- Interest in learning and/or supporting with time tracking, book keeping and/or finance management as needed
- Manage office supplies, printing, and other purchases or subscriptions.
- Other routine processes and duties as assigned.

Your qualifications will include:

- And Associate Degree or higher and with a minimum of three (3) years of administrative experience in a fast-paced environment, or equivalent combination of education and experience.
- Proficiency with Microsoft Office Suite software (Excel, Word, Powerpoint).

Ideal experiences you may have:

- Behavioral Health Care familiarity (personal or professional).
- Non-profit work experience highly preferred.
- Previous experience in project management
- Familiarity with time/project management systems such as Asana and Keap experience, and/or similar CRM systems experience/knowledge.

Interested candidates should send a resume and cover letter to HR@inciteconsultingsolutions.com by May 31, 2023.