

Executive Personal Assistant Wanted

Seeking highly organized, part-time (20-30 h/wk.) personal assistant for top DC-area physician. Position will be split half time on-site, half remote.

Responsibilities include:

- Manage physician's personal calendar, including robust travel schedule, meetings, conference calls and other professional obligations
- Coordinate all travel logistics for local, national and international travel, including transportation, lodging, and meal arrangements
- Draft billing invoices for physician's consulting work, including organizing receipts, inputting information, maintaining time logs and preparing invoices for approval
- Manage and maintain physician and medical practice's social media presence, including blog posts, Twitter, Facebook and LinkedIn pages
- Collaborate with marketing agency to execute strategic social media plan on behalf of physician and his brand
- Assist with research for medical papers and articles, including performing literature searches at online medical library and retrieving PDFs of articles; printing and packaging articles as-needed
- Draft PowerPoint presentations for professional talks and meetings on behalf of physician
- Manage correspondence with patients and outside constituents, including drafting, editing, formatting and printing
- Work closely with colleagues and office staff to communicate physician's schedule and availability and ensure timely interactions and information exchange

Essential Skills & Requirements:

- Candidate should possess a bachelor's degree and previous experience working as a personal or administrative assistant in a professional setting
- Excellent written and oral communication skills
- In-depth understanding of Microsoft Office suite and all programs is essential
- Excellent organizational skills and attention to detail are a must
- Strong interpersonal skills and a calm, professional demeanor; candidate must liaise with patients, clients and staff
- Proven ability to work under pressure and meet strict deadlines
- Interest, past study or work in medicine, healthcare, or science a plus