



Coordinator, Administrative Services

*Finance & Administration Business Unit
Non-Exempt*

Reporting Structure:

The Coordinator, Administrative Services reports to the Director, Human Resources and Facilities.

Qualifications

Polished and professional individual to provide administrative support to the Executive Vice President/CEO (EVP/CEO) and the Director, Human Resources and Facilities (HR). BA/BS or equivalent experience preferred and at least 1-2 years of administrative experience. Requires an organized and flexible individual who can successfully juggle multiple priorities. Ideal candidate will be self-motivated, detail-oriented, reliable, energetic, and well organized. Position involves exposure to sensitive and confidential information, requiring discretion and sound judgment. The successful candidate will possess excellent computer (MS Office suite), communication, and interpersonal skills. Must work well independently and be flexible in helping others when the need arises.

Key Responsibilities

- Provide administrative and operational support to the EVP/CEO and HR.

Specific Duties

- Processes required HR paperwork for employee changes related to benefits and other related employment matters.
- Assist with preparation of HR reports such as attendance, invoices.
- Organize, compile, update company personnel records and documentation.
- Maintain and update HR databases with different information such as new hires, terminations, PTO.
- Update paperwork for HR policies and procedures.
- Maintain schedule and coordinate calendar activities.
- Assist in posting job ads on career pages and processing received resumes.
- Create reports for senior management.
- Help organize and manage new employee orientation, on-boarding, and training programs and documentation.
- Ability to effectively use computer software including Microsoft Outlook, Word, Excel and HR software.
- Excellent organizational and time-management skills.
- Act as a reliable and supportive team member.
- Ensure EVP/CEO's daily schedule is accurately entered and updated in Outlook, including as appropriate in the Office Cal.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Schedule all EVP/CEO meetings, presentations, and conference calls; organize all EVP/CEO meeting and conference related materials, meeting registrations, hotel reservations, travel folders and itineraries.
- Answer calls, copy, scan, fax, and file as requested.
- Prepare EVP/CEO monthly expense reports.
- Draft and edit correspondence as needed for EVP/CEO.
- Provide administrative support to the EVP/CEO related to his participation in a wide-range of medical specialty societies; capture all file attachments distributed by the CMSS, S2C2, ACS, AMA, and other organizations for EVP/CEO reference.
- Coordinate with the AAO-HNS/F President and his/her personal assistant to ensure all meetings and events requiring his/her participation on behalf of the AAO-HNS/F are calendared and itineraries prepared accordingly. Assist the President in securing housing when appropriate.
- Update and maintain the contact list of all society presidents; create and/or update the Outlook group distribution list for EVP/CEO.
- Prepare the Officers' Daily Schedule and meeting materials for annual meeting (President, President-Elect, EVP/CEO).
- Assist EVP/CEO with Power Point presentations, formatting letters on appropriate AAO-HNS/F letterhead, etc.
- Develop, nurture, and maintain professional, congenial relationships with AAO-HNS/F leadership, as well as with leaders and senior staff of other specialty medical societies.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100