

Capital Area Pediatrics is looking for an exceptionally bright, multitasking, and self-motivated experienced **Administrative Assistant** to support our COO, CEO and management team. We are a large pediatric company located in Oakton, VA.

You will partner with our management team to handle administrative tasks freeing up their time to focus on company goals. A quick thinker, your flexibility and adaptability are key to changing demands and priorities. You are resourceful and independent when taking on new tasks and projects relying on problem-solving skills to make it all work. As the gatekeeper and extension of our executive leaders and management, you will frequently find yourself in the center of everything that happens on the team. You are extremely pivotal to the success of our business office and the marketing team. In this role, you are a jack of all trades! Administrative Assistants perform an array of administrative functions critical to running an organization efficiently. You will strategically manage your executives' complex schedules through prioritization and organization. Your communication will be personable while still getting your point across. As the administrative assistant, you are proficient in writing and proof-reading with impeccable grammar and composition.

Responsibilities:

- Managing daily calendars for COO and CEO, and management team, demonstrating flexibility and problem-solving abilities to adjust or prioritize schedules based on last-minute changes.
- Arrange and reserve conference rooms, catering, audio/video and other essential services as needed for meetings and conferences.
- Attend all meetings as a required and takes minutes when needed.
- Order office supplies and maintain the kitchen supplies to include water cooler orders.
- Create presentations for staff and shareholder meetings.
- Drive team activities and events (such as all-hands meeting, team meetings, conferences, ordering supplies and social events).
- Prepare professional business communication documents including memos, letters, and emails.

- Build and maintain good business relationships with executives and administrative staff across the organizations.
- Prepare letters for the 401K plan as needed.
- Have the ability to create & maintain spreadsheets in Excel.
- Assist the Human Resource Manager as needed.
- Participation in general administrative duties (copying and faxing), distributing mail, projects, committees and/or group events.
- Maintain company website and manage important patient notifications.
- Social media: Google & Yelp reviews write and post response to parents.
- Promote a fun and team-oriented work environment.

At CAP, you will find an environment that inspires a can-do-anything spirit with good supportive resources.

A job description can be provided upon resume submission.

Basic Qualifications:

High School Diploma, and/or 5 years of experience, military welcomed.

At least 2 years of administrative experience

At least 2 years of experience in Google, Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).

Preferred Qualifications:

Associates Degree

2+ years of experience as an Executive Assistant or Administrative Assistant.

2+ years of Outlook calendar management supporting multiples

1+ year of meeting and event planning experience

Experience setting up video conference and technology for meetings

Experience planning ahead and managing time effectively

Excellent written and verbal communications

Excellent organizational skills

Experience in event planning

Experience in marketing

Please contact Human Resources at:

humanresources@capitalareapediatrics.com