



Job Title: Executive Assistant

Location: Charlotte, NC

Job Description:

Anchor Planning is seeking an Executive Assistant to work closely with our team of Project Managers and support them with administrative tasks, communication with stakeholders and ensuring resource availability for the project team. This person will report to the Director of Operations and provide support with business operations, marketing, and client relations. This person will have a well-demonstrated ability to problem solve, think critically, communicate effectively, work well under pressure, and have strong multitasking skills.

Company Profile:

Anchor Planning is a boutique women owned business focused on Medical Equipment and Transition Planning services, specializing in the Healthcare Industry. These two service lines coupled with the legacy experience of our team, enables our company to provide our clients with a supreme level of efficiency, specialized service delivery and subject matter expertise backed by a guarantee of quality.

Our philosophy is to be thorough in our service delivery by listening to our clients, applying subject matter expertise and being nimble throughout our engagement. We aim to create and nurture a positive client relationship and collaborative team mantra. The pragmatic application of this philosophy is to ensure there is a constant flow of information, respect for time, care for our clients and support to the team for our mutual success in the form of providing knowledge, information, and resources to the get the job done right and on time.

Anchor Planning values our employees and strives to create a flexible, supportive, and fun work environment. We understand that you spend more time working than anything else in your life, so we stress the importance of work-life balance. We want to ensure that you have fun and love what you do. Teambuilding activities are a priority in addition to quality time off. We pride ourselves on listening to our employees and making meaningful changes as we continue to grow.

Goals for the position:

- Provide project support through maintenance of project task lists, budget to actuals reporting, correspondence with end users/stakeholders
- Maintain close connection with Project Manager throughout duration of the project, meeting regularly to record status updates and provide needed assistance
- Ensure compliance with all key performance indicators

Responsibilities:

- Maintain project task lists for Project Managers and work together to meet deliverable deadlines and project milestones
- Update and maintain internal tracking and prospecting data bases
- Assist with monthly client billings
- Manage monthly teammate expense reporting and reimbursement
- Maintain knowledge and understanding of assigned projects (status, upcoming milestones, etc.)
- Assist with client set up on new projects
- Generate reports using Microsoft Excel
- Set daily priorities to meet established project deadlines
- Deliver information and create reports based on client needs
- Produce project closeout documents
- Assist with procurement including Quote Requests, Approval Requests, and document review for accuracy
- Create and manage Contact List, Schedule, Task List, Emails, Events, Meeting Planners, Meeting Agendas and Minutes
- Provide assistance/manage social media outlets, website and other marketing efforts
- Assist with HR related functions such as employee records, policy updates and compliance
- Other duties as assigned

Qualifications:

An ideal candidate will be friendly and approachable while exhibiting mindfulness, strong organization skills and ability to multitask. This person will possess strong analytical skills, be able to work independently, enjoy interfacing with staff at all levels, and retain excellent verbal and written communication skills.

Our work is fast-paced, and we need a candidate who can learn quickly, assist with improving/building processes, and can navigate new technology. This role primarily serves as support for the Senior Planners.

Additionally, a qualified candidate will possess:

- Associates Degree Required in relative major
- 1 or more years of related experience in healthcare, finance, supply chain, logistics or project management experience preferred
- Background in project management, construction management, design or project strategy planning is desirable

Technology Proficiencies:

- Knowledge of administrative and clerical procedures and systems such as word processing, email, spreadsheets and managing files/records and other office procedures at a proficient level
- Advanced proficiency in Microsoft Outlook, Excel and Word required
- BlueBeam experience preferred