**WESTERN MENTAL HEALTH CENTER**

**EXECUTIVE ASSISTANT**

About us:

Western Mental Health Center is a Certified Community Behavior Health Clinic in Southwest Minnesota that serves all ages from birth on. We pride ourselves on being cutting edge with the latest technology, enhanced evidence-based practices and growing our incredible staff. WMHC serves six counties: Lyon, Lincoln, Murray, Redwood, Yellow Medicine, and Pipestone.

Position Summary:

As an Executive Assistant, you will provide high-level administrative support to executives and senior management. You will play a pivotal role in managing schedules, coordinating meetings and events, and handling confidential information with discretion and professionalism.

**Responsibilities:**

**Communication and Correspondence:**

* Screen and prioritize phone calls, emails, and correspondence on behalf of senior management.
* Assist with time off requests, ensure staff are completing documentation in a timely manager, assisting with enforcing regulatory compliance matters.
* Draft, edit, and proofread documents and presentations as needed.

**Meeting Coordination:**

* Arrange and coordinate meetings, conferences, and business travel logistics.
* Prepare meeting agendas, attend meetings, and record minutes when required.

**Administrative Support**:

* Handle administrative tasks such as expense reporting, invoice processing, and maintaining office supplies.
* Conduct research, compile data, and prepare reports as needed.
* Confidentiality and Discretion:
* Handle sensitive and confidential information with integrity and discretion.
* Maintain confidentiality of executive discussions and decisions.

**Project Support:**

* Assist in managing projects and initiatives by coordinating timelines, resources, and deliverables.
* Follow up on action items and ensure deadlines are met.

**Relationship Management:**

* Build and maintain relationships with internal and external stakeholders.
* Act as a liaison between executives, departments, and external contacts.

**Technology Proficiency:**

* Proficiently use office software such as MS Office Suite (Word, Excel, PowerPoint) and communication tools (e.g., email, video conferencing).
* Adapt to new technologies and tools as required.

Candidate Requirements:

**Education:** Bachelor’s degree or equivalent experience in Business Administration, Secretarial Studies, or related field.

**Experience:** Several years of experience as an executive assistant or in a similar role, supporting senior management.

**Skills:**

* Excellent organizational and time management skills.
* Strong written and verbal communication skills.
* Attention to detail and accuracy in all work tasks.
* Ability to multitask and prioritize workload effectively.
* Professionalism and ability to maintain composure under pressure.
* Proficiency in handling office equipment and technology.

Wages & Benefits:

* 401K and Roth IRA, 3% Company Contribution and up to an additional 3% Matching Contribution
* Health Insurance including HSA with generous Company HSA Contribution
* Health Savings Accounts/Medical and Dependent Care Flex Spending Accounts
* Company Provided Long-Term Disability and Life Insurance
* Optional Dental, Vision, Health, and Supplemental Life Insurance
* Employee Assistance Program (EAP)
* Generous Paid Vacation and separate Paid Sick Leave
* Continuing Education Allowance
* 8 Holidays per year with 2 additional Floating Holidays
* Competitive wages