



Where Expertise and Compassion Meet

WE SEEK AN EXECUTIVE COORDINATOR TO JOIN OUR TEAM

We seek a confident, driven, high-performing self-starter to provide comprehensive and confidential executive-level support to our CEO. This position completes a broad range of administrative tasks and office management functions in order to keep the CEO's workflow and office organized and functioning fluidly. The individual must be proactive in determining the CEO's needs without explicit instructions, be able to juggle multiple and competing priorities, make independent decisions, and quickly shift focus in a fast-paced, high-volume orthopedic clinic while maintaining the utmost professional decorum and confidentiality.

The Executive Coordinator will interface professionally with our sister company, Willamette Surgery Center, physicians, mid-level providers, staff and high-level contacts, and as well as provide support to our Board of Trustees and our credentialing specialist. They will handle all aspects of administrative support in a timely and efficient manner, including but not limited to: creation/review/revision of emails, letters, presentations, and reports; responding to the CEO's emails, phone calls and in-person visitors; and expertly managing the CEO's schedule, calendar, mail, and files. This position is exposed to frequent short timelines, sensitive projects, and minimal instructions and must remain flexible in order to respond quickly to requests, priority changes and last minute deadlines. The ability to work flexible hours is a must. This position must have a can-do attitude and be as comfortable cleaning up after a catered event as they are calling board members to schedule a meeting.

OUR IDEAL CANDIDATE HAS:

- A Bachelor's degree and a minimum 2+ years as an executive coordinator/assistant or similar position;
- Tremendous attention to detail; work product demonstrating high accuracy;
- Extremely strong interpersonal, verbal, and written communication skills;
- A professional appearance and demeanor that will represent Hope Orthopedics well;
- Proven ability to think, react, problem-solve and be resourceful in a fast-paced environment;
- Proficiency with MS Office, Adobe Acrobat, cloud-based applications, computers systems, multi-line phones, and project planning (experience with EHR software a plus);
- Exceptional skills to work in a team environment and independently;
- Ability to maintain patience and composure when faced with challenging situations and personalities;
- Outstanding customer service;
- Prior experience in a medical setting;

- Ability to pass a background check, maintain a valid driver license and have a reliable, insured vehicle; and
- Event planning/management a plus.

At Hope Orthopedics of Oregon, serving our community with the best possible care is our core mission. If your personal mission aligns with ours, and you're ready to start a rewarding career in orthopedics, we'd like to hear from you.

To Apply: Download our application at <http://www.hopeorthopedics.com/careers>. Submit your application, resume and cover letter to Careers@HopeOrthopedics.com.

Hope Orthopedics of Oregon is an Equal Opportunity Employer

Hope Orthopedics of Oregon | 1600 State Street, Salem, OR 97301 | hopeorthopedics.com