



## **Your Life. Our Mission.**

New England Life Flight, Inc.  
Personnel Policies

### **I. POSITION EXECUTIVE ASSISTANT / OFFICE MANAGER**

### **II. PRIMARY PURPOSE**

Under the direction of the Director of Administration, perform administrative duties in support of leadership and the office at large.

### **III. ESSENTIAL DUTIES**

- A. Provide executive level administrative support for leadership staff, to include:
  - Calendar maintenance and scheduling.
  - High level of personal support for CEO/CFO/CMO.
  - Compose letters, memos and presentations in an appropriate format from outline notes, verbal instructions, and dictation or independently from knowledge of circumstances and policy.
  - Responsible for upkeep of all office policy manuals.
  - Attend meetings, take and prepare minutes for distribution.
  - Maintain BMF central file, including electronic versions of all contents
  - Maintain Corporate Compliance documentation
- B. Serve as liaison to Board of Directors and related committees to include:
  - Coordinate and schedule all Board of Directors meetings.
  - Prepare and distribute materials and correspondence from CEO and CFO to Board of Directors.
  - Attend meetings, take and prepare minutes for distribution.
- C. Maintain organization's contact and address database.
- D. Assist in coordinating and facilitating office meetings and event planning as needed (catering, space, equipment, invites, meeting materials, etc.)
- E. Assist with report preparation for data requests from leadership staff.
- F. Facilitate travel arrangements, overnight accommodations and itineraries for guests and organization's staff.
- G. Coordinate credit card purchases and tracking of receipts for submission to Finance.
- H. Maintain positive communication (written and spoken) effectively while interfacing with fellow employees, patients, referring hospitals, and the community at large.
- I. Work collaboratively with all personnel to maintain a feeling of team spirit. Assume responsibilities of support staff in their absence.
- J. Responsible for all aspects of Reception.
  - Supervises Receptionist/Admin Office Support staff.
  - Covers organization's reception area for break and vacation time.
  - Answers and directs telephone inquiries as needed, as back up to receptionist.
- K. Manages routine supply ordering (office supplies/kitchen) for administrative staff.
- L. Other administrative duties as assigned.

### **IV. POTENTIAL DUTIES**

- General errands requiring use of personal vehicle.
- Occasional night or weekend commitment for scheduled events (2-3 times a year).
- Occasional attendance at off-site meetings.



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**V. MINIMUM QUALIFICATIONS**

- 7 + years previous administrative support experience. College degree preferred.
- Able to maintain strict level of confidentiality as well as demonstrate sensitive, direction, good judgment, tact, diplomacy, and maturity.
- Demonstrated communication, interpersonal and organization skills as well as keen attention to detail.
- High energy level and eagerness to learn as well as ability to work independently.
- Flexible, adaptable, reliable, meticulous and able to prioritize in a constantly changing environment.
- Ability to interact with all levels inside and outside of the organization.
- Customer service skills and ability to communicate verbally and in writing with a wide range of personalities.
- Advanced knowledge of Microsoft Office suite including Outlook, Word, Excel and PowerPoint.
- Must be able to sit at a computer station for extended periods of time.
- Proficiency in MS Word, Excel and Power Point.
- Must be able to read, write, speak and comprehend the English language without restriction.
- Knowledge of FAX, photocopying, scanning, e-mail and computer systems.

**VI. NOTES**

An FBI background check will be performed prior to employment.

**How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager  
Boston MedFlight  
150 Hanscom Drive  
Bedford, MA 01730

**For More Information**

Please visit our website to get more information about current job opportunities and our program.

[www.bostonmedflight.org](http://www.bostonmedflight.org)

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