



Part Time Executive Assistant

Job Description

The role of Executive Assistant will be responsible for assisting DHMRI executives with regard to general office requirements (including calendar/schedule, communication, and team coordination). In addition, the incumbent will collaborate with DHMRI personnel to identify and troubleshoot executive office issues including, but not limited to executive availability, confidentiality, records management, and office organization. This individual will work to enable, facilitate, and support the DHMRI executive responsible for the Information Resources team, which includes Information Technology and Bioinformatics.

This position will be part time (up to 20 hours a week) initially but has the potential to become full time.

Qualifications

- Bachelor's degree (preferred), 3-5 years of experience in an executive assistant role demonstrating increasing responsibilities
- Detail-oriented and organized, with strong initiative and sense of ownership when driving projects to completion.
- Excellent verbal and written communication skills required.

Equal Employment Opportunity

We are proud to be an EEO/AA employer M/F/D/V.