



## **Senior Executive Assistant to Chairman & CEO**

MDAdvantage Insurance Company of New Jersey, a leading provider of medical professional liability insurance located in Lawrenceville, NJ, is currently seeking a **Senior Executive Assistant to Chairman & CEO** to provide daily management and executive support to the Chairman and CEO, as well as the Board of Directors.

This well-organized and highly professional individual will serve as the primary point of contact for internal and external constituencies on all matters pertaining the Office of the CEO. This position requires a high degree of responsibility and professionalism due to the sensitive and confidential nature of the office. Executive office experience is necessary to effectively work with healthcare executives, business executives, association officials, members of the board, senior staff, insureds and donors of a supported 501(c) 3, as well as all employees. This individual will exercise good judgment in a variety of situations and must be able to work under pressure to handle a wide variety of activities and confidential matters with discretion.

The individual in this position will provide sophisticated management of the CEO's calendar and will work closely and effectively with the CEO to keep her well informed of and prepared for upcoming commitments and responsibilities. This individual will research, prioritize and follow up on incoming issues and concerns addressed to the CEO, including those of a sensitive and confidential nature. Additionally, this individual will serve as the administrative support person for designated committees, workgroups, task forces, and boards, which includes creating agendas, maintaining minutes, and communicating with members of the group. The individual in this position will compose and/or prepare meeting materials, correspondence, memoranda, promotional materials, presentation materials, forms, newsletters, manuals, and reports using MS Word, Excel, PowerPoint, and other tools which include performing statistical calculations on data for reports and presentations. Interaction with directors, various healthcare organizations, associations, boards of trustees, senior staff, insureds, and brokers on behalf of the CEO is required. This person will respond to inquiries to the executive office and serve as a liaison with other departments, managing the flow of communication. This position is also responsible for preparing, executing and tracking the department budget; coordinating travel arrangements, travel itineraries and expense reports for the CEO; managing details for the Board of Director and managing off-site meetings; serving as CEO's on-site liaison for various functions including board meetings, events, off-site management meetings and speaking engagements.

To qualify, you must have a Bachelor's degree in business or related field. You must have five plus years of C-level experience. To perform this job successfully, you should

have a demonstrated proactive approach to problem solving and strong decision making capabilities. You must have good organizational skills, a high degree of maturity and a positive attitude. Additionally, you must have a demonstrated ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

You must work independently and function with a high degree of independent judgment, initiative and discretion when working with board members, senior staff, healthcare executives, insureds, brokers, and other association officials, as well as employees. The ability to communicate well, both orally and in writing, with stakeholders including staff, board members, and external partners is essential. Proficiency in MS Outlook, PowerPoint, Excel, Word, and other forms of digital technology is required. You must have the ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadline. This position may require travel and working beyond a normal workday as needed.

Please forward your resume to [cbowman@mdanj.com](mailto:cbowman@mdanj.com). For additional information on MDAdvantage of New Jersey, please visit our web-site at [www.mdadvantageonline.com](http://www.mdadvantageonline.com)

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