



Executive Assistant

AHC Inc.
2230 N. Fairfax Drive, Suite 100
Arlington, VA 22201
(Onsite)

The essential purpose of this position is to provide high-level administrative support to the President & CEO. The Executive Assistant must be able to multi-task, be mission- and results-driven, and be able to execute his or her responsibilities in a mission-focused environment.

The ideal individual should exercise good judgment, possess strong written and verbal communication, administrative, organizational and time management skills. The Executive Assistant should be able to work independently and manage sensitive matters with a high level of confidentiality and discretion.

Responsibilities include:

- Support all AHC Board activities, scheduling, and correspondence.
- Complete research and special projects as directed by President & CEO.
- Manage information flow in a timely and accurate manner.
- Make travel and accommodation arrangements.
- Maintain and process expense reports and related documents.
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings.
- Maintain various records and documents for President & CEO.
- Partner with AHC's Leadership Team on designated projects and deadlines.
- Other related duties as assigned.

Minimum requirements:

- College degree preferred; education may be substituted for years of experience.
- Minimum of 3 years' experience providing high-level administrative support.
- Proven ability to provide exceptional customer service.
- Proven ability to efficiently and effectively complete multiple tasks.
- High proficiency in MS software with ability to create reports and presentations as needed.
- Strong attention to detail.

For immediate consideration, please email your resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. EOE