

OPEN POSITION - EXECUTIVE ASSISTANT

\$500 sign-on bonus and competitive pay!

Join the leading experts in skin care as an Executive Assistant! In this pivotal role, you'll provide essential support to the Administrative Office and a team of physicians.

When asked what they love about their job, our Executive Assistants couldn't pick just one thing; coworkers, their boss, helping people, and "having access to the best dermatologists and skin care products in Boston"; all made the list! Keep reading to find out what it takes to join the team...

EXECUTIVE ASSISTANT QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor degree preferred
- Minimum five years of executive level support experience
- Excellent computer skills with strong working knowledge of MS Office Suite
- Ability to handle difficult and stressful situations with professionalism and politeness at all times
- Strong attention to detail
- Strong verbal and written communication skills; highly skilled in effective, polite, and diplomatic communication over the phone, in person, and with VIP's
- Excellent organizational skills and ability to work in a fast-paced environment
- Team player

WHY YOU SHOULD APPLY

- Exceptional, respectful, and inclusive workplace culture that encourages you to give your best while respecting work-life balance
- Explore opportunities for learning and development through training programs and a variety of in-house committees
- Enjoy valuable and comprehensive benefits, 401(k) plan with profit sharing, tuition reimbursement, generous PTO and holidays, pet insurance, and free parking
- Treat yourself to complimentary or discounted treatments and products!

EXECUTIVE ASSISTANT JOB RESPONSIBILITIES

- Type correspondence, operative notes, patient letters, policies and procedures and any other administrative materials as needed
- Enter patient medical information into practice management system; complete medical record tasks
- Communicate regularly with external visitors, physicians, vendors, patients, media, back door deliveries, and distribution of perishables
- Answer phone calls, take messages, create tasks
- Work on projects and special assignments
- Transcribe and edit correspondence from patients and others
- Type/edit manuscripts, lectures, presentations, and other documents as necessary
- Open mail and check faxes; process as necessary
- Maintain provider schedules, meetings, and calendar including out of office notifications and global email
- Renew, file, and organize provider credentialing and licenses
- Update CAQH, CVs and CME logging

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- Process dues and professional memberships
- Organize travel arrangements and submit expenses for reimbursement
- Keep track of lab coats and supplies for providers
- Special event planning (dinners, luncheons, staff activities, etc.)
- Provide backup coverage for other Executive Assistants during lunches and absences
- Assume additional and varied tasks as needed and assigned by physicians or COO
- Must keep patient and business confidentiality at all times; follow HIPAA policies for patient privacy
- Comply with OSHA policies and procedures

ABOUT SKINCARE PHYSICIANS

SkinCare Physicians is a comprehensive, state-of-the-art center for dermatology, cosmetic and laser procedures, dermatologic and skin cancer surgery, and medical aesthetics. Our commitment to excellence, along with the credentials and experience of our skilled physicians and support staff, are what make SkinCare Physicians one of the premier dermatology facilities in greater Boston – and the world.

At SkinCare Physicians we believe that it is through the efforts of our employees that we have become a leader in the field of medical and cosmetic dermatology. Our state of the art and world-renowned practice is always looking for people who are committed to supporting our mission of providing the best possible personalized service to our patients along with ethical, skilled, and comprehensive care. Only by making our employees successful will we make our patients satisfied and achieve our organization's mission.

Our expectation is that all employees will support SkinCare Physicians' mission, vision, and values by exhibiting the following behavior: excellence and competence, collaboration, teamwork and team building, innovation, respect, personalization, commitment to our patients, and accountability and ownership.

SkinCare Physicians is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.

If you are interested in learning more about this position, please send your resume and cover letter to HR@skincarephysicians.net