



## JOB DESCRIPTION

**Title: Executive Assistant Concierge Care**

**Reports to:**

### Position Summary

The Executive Assistant works under the direction of the Chief Operating Officer and is the supportive force that empowers our in-home care services. The ideal person for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. He/She will have previous experience working in an office environment, performing administrative duties and providing high level support to management. Given the changing nature of the executive landscape and the needs of our clients aging in place, we rely on our assistant for flexibility and foresight, while maintaining confidences related to high-level systems and operations.

### PVI Culture

PVI has a strong values-driven culture that supports its mission. The Executive Assistant is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication and Compassion as articulated in the PVI Culture Matrix (attached).

### Major Areas of Responsibilities

- Meet with and evaluate the needs of our clients aging in place.
- Plan and orchestrate work to ensure the family's needs are met, goals are achieved, and best practices are upheld.
- Manage professional and personal scheduling and calendars.
- Coordinate personal care management in the home.
- Streamline household chores, meal prep and cooking.

Maintain professionalism and strict confidentiality with all materials, and exercise discretion when working with clients.

- Carry out any additional assignments required to fulfill PVI's mission.
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### Position Requirements



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### Skills Needed

- 3 years experience in an administrative role reporting to upper management
- Strong organizational and time-management skills and the ability to organize and coordinate multiple projects at once.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep company confidences
- Experience overseeing budgets and expenses preferred

### Experience and Education

- Proficiency required using Microsoft Word, Excel, and Outlook; PowerPoint, and Salesforce.
- Ability to learn PVI software/systems as needed.

### Physical Requirements

- Able to sit at desk using computer keyboard, viewing monitor and using telephone.
- Able to do drive to and from clients' homes
- Ability to move around the homes.

### Performance Expectations (Measurable Outcomes)

**Date of Employment:** \_\_\_\_\_

**Full Name (printed):** \_\_\_\_\_

I have read and fully understand the roles, responsibilities, and expectations for this position.

**Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_