



Position Available: Executive Administrative Assistant

Type: Full-Time

Salary: Competitive wage and benefit package, DOE

Start Date: Available now

Schedule: Monday – Friday

Location: Pullman, WA

Inland Orthopaedic Surgery and Sports Medicine Clinic, PLLC is proud to be the Palouse's most established orthopaedic practice delivering quality orthopaedic and sports medicine care. Our physicians and team members provide exceptional patient-centered care for a better overall experience for patients of all ages. We are seeking an upbeat, reliable and professional Administrative Assistant who is looking for a long-term career in the administrative functions within the orthopaedic healthcare field. The applicant would primarily be working closely with our Clinic Director and Executive Surgeon supporting and assisting in special project administration duties. We hold clinics in our Moscow Office and our Pullman Office. Applications will continue to be accepted until position has been filled.

The Ideal Candidate For This Position Will Have:

- Effective interpersonal skills to communicate both in person and in writing
- Strong work ethic and ability to prioritize multiple tasks and follow through in a timely manner
- Excellent customer service skills
- Ability to work independently and as an effective team member
- Takes initiative to ask questions, make proposals, and effectively problem solve
- Strong work ethic and ability to clearly organize and maintain files and documents, both digital and printed
- Demonstrate the ability and willingness to learn unfamiliar tasks and equipment operation within the scope of position
- To accept change in a positive and professional manner and help to lead others in the same

Skills/Knowledge/Abilities

- Ability to apply critical thinking and problem solving skills
- Proficient in Microsoft Suite (Outlook, Word, Excel, PowerPoint)
- Skilled in Adobe and Canva
- Comfortable with both Apple and Microsoft products
- Experience with an electronic medical records system, preferably Epic
- Skills in assisting with special projects by coordinating resources and tracking progress
- Excellent phone etiquette and ability to communicate effectively resulting in enhanced patient education & fostering greater patient understanding and satisfaction with patients
- Ability to multi-task
- Ability to maintain composure in stressful situations
- Consistency and timeliness in attendance

Primary responsibilities include, but are not limited to:

- Manage executive schedules and calendars
- Manage executive communication with professionalism, discretion adhering to the highest level of confidentiality
- Organize and oversee executive projects
- High School ATC training program contact
- Coordinate with internal and external stakeholders to build and maintain relationships
- Prepare agendas and attend meetings to record minutes
- Proofread and edit documents for clarity and accuracy
- Coordinate external and internal events
- Produce reports and presentations
- Coordinate and track medical student activities and involvement
- Ensure the executive surgeon remains informed and supported
- Works to develop and participate in community outreach programs on behalf of the executive surgeon
- In partnership with executive surgeon, liaise with university (UW, WSU, UofI, ISU) to foster community collaboration and teaching opportunities
- Coordinating travel and logistics for business trips, including booking travel, preparing itineraries and supporting executive surgeon in completing expense reports
- Other duties as assigned

Benefits:

- 401(k)
- Dental/Health/Vision Insurance
- Paid Time Off
- Life insurance

Applicants must submit both resume and cover letter. Your cover letter must specify why you would be the ideal candidate to join our Inland Orthopaedic Surgery & Sports Medicine team. We look forward to hearing about your desire to join our team and contribute to the success of our practice.

Application can be found at: <https://www.inlandortho.net/careers>

Email for resume, application and cover letter: sbull@inlandortho.net

Inland Orthopaedic Surgery & Sports Medicine, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Inland Orthopaedic Surgery & Sports Medicine depends solely on your qualifications.

Inland Orthopaedic Surgery is a drug-free, alcohol-free, and smoke-free workplace. If offered employment, passage of background screen and pre-employment drug screen is required.