



EXECUTIVE ASSISTANT TO THE ADMINISTRATIVE TEAM

JOB DESCRIPTION:

HealthCare Private Equity Orthopedic Platform is seeking an Executive Assistant to provide world-class support to its dynamic and fast-paced leadership team.

Responsibilities will include managing schedules; logistical planning, operational work including spreadsheets, and providing comprehensive administrative support to assure the smooth running of a busy office.

Candidates should have exceptional communication skills, a commitment to achieving a high level of accuracy and attention to detail, and a no-task-too-small approach to the work. An ideal team member will be able to work well independently but also be flexible enough to be directed at times.

This is a full-time but new position to the company, the ideal candidate will be a fast learner, have a strong willingness to get more involved as their understanding of the role and industry increases.

EDUCATIONAL/ESSENTIAL FUNCTION REQUIREMENTS:

Education:

Bachelor's or advanced degree

AND

Essential Functions:

- Ability to communicate clearly and concisely both verbally and in writing
- Strong research skills
- Strong analytical skills
- Willingness to enthusiastically complete both high-level and low-level tasks
- Ability to manage, work with, and take direction from multiple team members
- Healthcare experience helpful

ABOUT USOP:

USOP is a full-service, integrated orthopedic care platform that provides the full continuum of musculoskeletal treatment to patients in the Southeastern U.S. Supported by the groups diversified orthopedic sub-specialties, ultramodern ambulatory surgery center(s), fellowship training programs and comprehensive suite of ancillary services – advanced imaging, rehabilitation, pain management, urgent care, pharmacy and sports medicine – USOP is a comprehensive provider for patients seeking high quality, value-based care. For more information, please visit: [US Orthopaedic Partners \(us-orthopartners.com\)](http://us-orthopartners.com)