



## **Executive Assistant / Office Manager**

Anne Tumlinson Innovations (ATI) is a research and advisory services firm changing how businesses, communities, and public programs serve frail older adults. We provide insight backed by original research, delivering practical solutions for our clients and the families they serve. Our founder, Anne Tumlinson is an influential voice among healthcare leaders working to transform how care is delivered and financed in this country.

**Anne Tumlinson Innovations is currently seeking an Executive Assistant / Office Manager to join our company.**

ATI seeks a professional who can wear multiple hats to support a growing business and who has experience supporting a wide range of administrative and executive support related tasks. ATI seeks a professional who can work independently with little or no supervision.

### **Responsibilities**

- Manage executives' schedules and appointments
- Act as the point of contact between executives and employees/clients
- Make travel arrangements and assist with expenses
- Respond promptly to managers' queries
- Facilitate internal communication (e.g. distribute information and schedule presentations)
- Support business development and monthly accounting administrative tasks
- Participate actively in the planning and execution of company events
- Support office selection process
- Manage contract and price negotiations with office vendors, service providers (e.g., cleaning services) and office lease
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement (e.g., furniture, printers, office supplies)
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the daily operation of the office

- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Provide general support to visitors

### **Minimum Requirements**

- Proven work experience as an Executive Assistant or similar role
- Familiarity with online calendars and cloud systems
- Strong communication skills
- Experience exercising discretion and confidentiality with sensitive company information
- Exceptional problem solving skills
- High degree of professional maturity
- High level of initiative, quick learning ability, and resourcefulness
- Strong organizational skills and ability to multitask
- Basic understanding of consulting environment

### **How to Apply**

Please submit copies of the following application materials to [info@annetumlinson.com](mailto:info@annetumlinson.com).

- Resume

*Anne Tumlinson Innovations is an Equal Employment Opportunity/Affirmative Action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*