



Career Opportunity

Administrative Assistant

St. Petersburg, FL

ABOUT THE GOBEL GROUP

The Gobel Group is the leading consulting firm working exclusively in healthcare philanthropy. We help hospitals and health systems raise more money from their grateful patients and families by building meaningful partnerships with clinicians.

Started ten years ago, our team of over twenty individuals includes seasoned healthcare development professionals and clinicians from the top medical centers in the nation, including Cleveland Clinic, Johns Hopkins Medicine, Duke Medicine, and other leading philanthropy programs. Our client roster has grown to over 300 hospitals in the United States and Canada. We are poised for explosive growth in 2021.

More information on the Gobel Group can be found on our website at www.gobelgroup.com.

ABOUT THE ROLE

Working closely with Gobel Group Consultants and the CEO and Founder, the Administrative Assistant will support the organization in the following areas:

- Manage the CEO's calendar, ensuring all meetings are accurately recorded.
- Handle special projects, running errands and other necessary tasks, as needed and directed by the CEO.
- Promptly and courteously respond to Consultant and CEO requests.
 - Schedule internal calls/meetings
 - Gather or prepare internal agendas and meeting materials
- Make all travel arrangements for Consultants, CEO, and other individuals as needed. (Air, Auto, Hotel, etc.)
 - Coordinate with the Client Engagement Team to ensure all travel logistics for onsite meetings are accurately recorded.
- Manage company travel rewards programs and maximize their benefit for the company.
- Upload receipts, create and reconcile Consultant and CEO travel expense reports for review and approval.
- Assist Consultants and CEO with timesheet entry. Complete for review and approval.
- Receive mail, open, and distribute appropriately

- Maintain company records, organization of documents.
- Assist in the setup and maintenance of company project management software.
- Support special event planning and implementation.

REQUIREMENTS

The Administrative Assistant should have one or more years of experience working in customer service, hospitality, administrative, or executive assistant roles.

Bachelor's degree is required.

The successful candidate will fit the below criteria while working in a virtual or in an office environment:

- Works well in a team environment as well as independently motivated
- Possess basic knowledge of airline travel and associated costs and fees
- Ability to follow standard procedures when reserving, ticketing, and making changes to travel arrangements.
- Exceptional organizational skills including attention to detail, multi-tasking, highly responsive
- Experience working in and managing change in a fast-paced, complex environment
- Willing to occasionally work outside of traditional business hours
- Professional oral and written communication skills
- Works well under pressure while remaining responsive and timely
- Excellent customer service skills
- Proficient in working with Windows and Microsoft Office Suite

You may be required to travel on occasion to support company activities.

The salary range for this position is approximately \$40,000 - \$50,000 depending on experience. Gobel offers a competitive starting salary and the opportunity to earn an annual bonus. In addition, Gobel Group offers full benefit and retirement programs.

The anticipated start for this position is October 2021.

If interested, please forward cover letter, resume, and salary history to Liz Landis at elizabeth@gobelgroup.com.