



Executive Assistant
Center for Medical Technology Policy
Baltimore, MD

Provide Executive Assistant Support to Director, Chief Operating Officer, and Vice President of Programs

- Manage calendars in Outlook
- Schedule calls and meetings
- Research and arrange travel including flights, trains, and ground transportation
- Reserve hotel arrangements
- Coordinate speaking engagement and board participation meetings
 - o Send bio, photo, CV
 - o Complete and submit required speaker registrations and additional forms as required
 - o Work with meeting organizers on agenda and scheduling
 - o Coordinate travel and accommodations with meeting organizers
 - o Prepare travel, expense reimbursement, and background materials
- Maintain and update biosketches and Curriculum Vitae
- File expense reports

Provide Administrative Assistant Support to Staff

- Arrange approved travel and accommodations
- Coordinate speaking engagement and board participation meetings as needed
 - o Register Staff for meetings
 - o Send bio, photo, CV
 - o Coordinate travel and accommodations with meeting organizers
 - o Prepare travel, expense reimbursement, and background materials
- Schedule project meetings for staff, contractors, and colleagues
- Provide other administrative support as assigned

Qualifications

- 4+ years experience in an administrative or executive assistant role
- Detail oriented, organized individual with strong administration skills
- Ability to multi-task and prioritize in a fast-paced environment
- Must have advanced skills in Microsoft Office Suite (Word, Excel, and Outlook), with detailed knowledge of Outlook calendar, scheduling, and resource management functions
- Excellent verbal and written communication skills
- Ability to proofread grammar and punctuation with a high level of accuracy
- Team player able to take on additional jobs as requested and work extra hours as needed
- College degree preferred or equivalent work experience

Send cover letter, resume, and contact information for three references in confidence to:

Richard Todd
Office Manager
Center for Medical Technology Policy
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Baltimore, MD 21202

More information about CMTP is available at www.cmtpNet.org

Review of applications will begin immediately and continue until the position is filled.