

Senior Executive Secretary Job Fair

Friday, May 24, 2024
10am-2pm



Annual Salary- \$65K-\$70K

Minimum Requirements:

- High School Diploma or equivalent and five years of clerical experience including two years as a secretary
- The ability to take minutes from WebEx recordings
- Provides senior level administrative support and coordinates activities for EITS Senior Leadership that are highly confidential and sensitive in nature.
- Serves as liaison between Senior Executive staff and other Executives and Officials within the Corporation, external offices and/or agencies.
- Responsible for maintaining the calendar and informing senior staff of all appointments and conferences.
- Responsible for preparing and editing correspondence and confidential reports for EITS Senior Leadership. This may include taking minutes of proceedings, conferences and meetings.

To register for the event please scan the QR code

**FOR IMMEDIATE CONSIDERATION SEND RESUME TO
EITSJOBS@NYCHHC.ORG | Subject Line- Sr. Executive Secretary**

Qualified applicants that have experience in the above areas may be contacted for an interview with a Hiring Manager and/or Hiring Team.

Job locations:

Job ID 101972 – Kings County
Job ID 101974 – Henry Carter
Job ID 103973 – Central Office

NYC Health + Hospitals offers a competitive benefits package that includes:

- **Comprehensive health benefits for employees hired to work 20+ hrs. per week**
- **Retirement Savings and Pension Plans**
- **Loan Forgiveness programs for eligible employees**
- **Paid Holidays and Vacation in accordance with employee's Collectively bargained contracts**
- **College tuition discounts and professional development opportunities**
- **Multiple employee discount programs**



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