

Practical Data Solutions (PDS), a company that specializes in healthcare reporting and analytics, has an opening for an Administrative Assistant to join our team. PDS is a rapidly growing healthcare technology company focused on business intelligence, support and data warehousing for healthcare organizations.

This is an outstanding career opportunity for an Administrative Assistant to provide high-level support to the management team and CEO. The ideal candidate will leverage a broad range of skills with a high degree of professionalism and discretion in handling a wide variety of comprehensive responsibilities. Must be detail-oriented and have strong organizational skills to effectively manage administrative tasks. The ideal candidate is dependable, engaging, organized, competent and willing to collaborate, with a track record of showing initiative and the ideal balance of experience and aptitude for learning.

The Administrative Assistant role requires the ability to proactively build organizational knowledge and relationships and think critically and creatively to support problem-solving and ensure strong communication flow and follow-through. The ideal candidate must be flexible in this role as responsibilities and duties tend to shift frequently.

Duties and Responsibilities include but are not limited to:

- Assist in managing projects, resources, customers and vendors as needed
- Assist in managing human resources, people and events
- Manage calendars of senior management team
- Write and proofread documents, and customer communications
- Assist in event planning, as well as scheduling meetings, travel, planning, and internal and external communication
- Manage office-identify equipment needs, order supplies, work with vendors and landlord, manage data and telecom needs, onboard new hires
- General administrative work and other duties as needed/required

Education, Knowledge, Skills and Abilities:

- Three (3) years minimum administrative assistant experience required
- Outstanding communication, organization and administrative writing skills
- Outstanding knowledge of Microsoft Outlook, Word, Excel and PowerPoint
- Keen attention to detail
- Reliable, organized, dependable, helpful and a team player
- Must be personable, have the ability to effectively communicate with clients and staff, and be able to interact in a service environment
- Able to multitask and handle varied responsibilities
- Highly motivated and a natural self-starter who is eager to learn



Who We Are:

Practical Data Solutions (PDS) is a rapidly growing, nationally recognized healthcare reporting company. Since 1995, PDS has partnered exclusively with healthcare organizations to design, build and support state-of-the-art technologies employing best practices for data warehousing, business intelligence, analytics and dashboard reporting.

At PDS, our clients spend their time working *with* information, rather than working to *get* information. From turnkey cloud analytics to custom data mart design, we have one simple goal – to help our clients leverage data to improve performance and achieve ROI.

For more information about PDS, visit our website at www.pds-online.com

What We Offer:

- Ample opportunities for growth; a place where you can have a career, not just a job
- Comprehensive training program where you can develop new skills for professional/personal growth
- A stable, professional work environment
- Excellent compensation and benefits package including matching 401(k)

To be considered, please send your resume with cover letter, describing why we should consider you as a candidate, to: Careers@pds-online.com.

*****E-mail only, no calls or faxes please*****

PDS will only consider serious candidates who most closely match the qualifications listed.

PDS is an Equal Opportunity Employer.