ANNOUNCEMENT OF
PROFESSIONAL VACANCY

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus:	Conventus	Budget Title:	Executive Secretary
Department:	Administration	Descriptive:	As Above
Professional Rank and Salary Range:	Salary Commensurate with Experience	Date to be Filled:	ASAP

Brief Description of Duties: Assists the Chairman in planning, coordination, and implementation of the management of the Chairman's office. Providing high-level administrative support to include but not limited to assessing, troubleshooting, and recommending solutions for administrative matters. Identifies and addresses the needs of senior managers and performs necessary tasks to ensure the company's workflow runs smoothly. Serves strategically as liaison and channel of communication between the department and its divisions, faculty, hospital, and SUNY in regards to all matters related to departmental objectives, with primary focus on priorities and projects for the office of the Chairman. This position requires an individual with excellent multitasking, communication, and organizational skills as well as experience in administrative office leadership. S/he must show an extraordinary level of maturity, discretion, discernment, creativity initiative, and follow-through. The Executive Secretary will directly support and promote the interests of the Chairman of Pediatrics. S/he will be responsible for the administrative support staff in all administrative support office operations including scheduling, communications, coordinating travel, reimbursement, updating licenses and documents, clerical and other matters. This is a very active office with a multitude of projects, contacts, and critical timelines.

Qualifications: Minimum five (5) years of administrative experience in a medical/academic setting. Previous experience working with a Chairman or relevant and active high-level office preferred. Experience working with physicians in an academic medical environment.

Education: Bachelor's degree preferred.

Special Notes:
POSTING NO: 01-20 **POSTING PERIOD: 01/07/20-Until Filled**

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: BLOCRR
Address: UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.