

*Job posted on 2014-01-02 by joanna.distefano; posting expires on 2014-01-31*

**Employer:** Healthcare Management Solutions, LLC

**Position:** Assistant to the CFO/EVP

**Job Description:** Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has an immediate opening for an Assistant to the Chief Financial Officer/Executive Vice President in our Fairmont, WV office. The Assistant is responsible for day-to-day activities in support of the CFO/EVP.

Responsibilities:

- Reviewing, categorizing, filing, and prioritizing emails.
- Maintaining action items lists.
- Compiling and writing reports.
- Arranging conference calls and scheduling meetings.
- Updating the EVP/CFO's calendar.
- Assist with preparation of business proposals, pricing, budgets, and financial reports.

Desired Skills & Experience:

- Ability to follow directions, problem-solve, manage and organize tasks.
- Dependably follow through on all task assignments.
- Ability to maintain confidentiality.
- Expert in use of Microsoft Office products, particularly Word, Excel, and Outlook.

**Qualifications:** Minimum Education and Training Requirements:

Bachelor's Degree in business or related field.

**Perferred Major(s):** Accounting; Management; Marketing;

**Application Instructions:** To apply: Please submit a current resume at [www.hcmsllc.com](http://www.hcmsllc.com) by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: [hr@hcmsllc.com](mailto:hr@hcmsllc.com) or via phone:

# Off-Campus Employment

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304.368.0288.

Healthcare Management Solutions, LLC has established an Affirmative Action Plan. HMS is deeply committed to the concept and practices associated with equal opportunity and affirmative action in all aspects of employment. HMS makes clear that all applicants will be treated without regard to race, color, sex, religion, national origin, age, disability, or genetic information or any other protected characteristics under applicable law.

This company does not tolerate unlawful discrimination in its employment practices. We recognize the value of diversity in our workforce, and encourage all qualified candidates to apply. We thank all candidates who choose to apply, however, only those selected for a further interview will be contacted.

HMS is an EEO/AA/E-Verify compliant employer.

**Link:** [www.hcmsllc.com](http://www.hcmsllc.com)