

## **Relevant Work Experience**

3-5 years experience in high-paced office setting

## **Educational Level**

College Degree required

## **Salary**

\$35,000 - \$40,000 based on experience

The Executive Offices for the National Board of Osteopathic Medical Examiners in Conshohocken, PA are recruiting for an experienced Administrative Assistant to the Vice President for Administration/COO and to support the Executive Offices of the NBOME. The NBOME is a non-profit, non-governmental organization that protects the public by testing and assessing the competencies of Osteopathic trained physicians and other health care professionals.

Successful candidates will have brilliant communication skills, a “pleasing” personality, excellent problem-solving skills, flexibility, and a track record of being hard working. In addition to strong “people skills” and communication skills, the successful candidate will be detailed oriented, possess excellent skills in MS Office applications, and demonstrate the ability to multi-task and succeed in a fast paced environment. Experience in the testing industry or higher medical education would be considered a plus.

The Administrative Assistant reports directly to the Vice President/COO, who reports to the NBOME President/CEO.

Key responsibilities include:

Serving as Receptionist for the Executive Offices  
Supporting meetings of the Executives, the Board and other committees.  
Managing calendars  
Client relations  
Proof reading

Some travel to national meetings and to National Headquarters in Chicago.

40% daily receptionist activities  
25% support of activities of the Vice President/COO  
30% support of the Director of Innovation and Testing, the Director for Communications and the Executive Assistant to the President  
5% other duties as assigned

Please forward letter of interest and resumes to [HRAdmin@nbome.org](mailto:HRAdmin@nbome.org)