



EXECUTIVE ASSISTANT/DIGITAL CONTENT SPECIALIST

Join the leading experts in skin care as an Executive Assistant and Digital Content Specialist! SkinCare Physicians is seeking a dynamic and detail-oriented Executive Assistant and Digital Content Specialist to support the Administrative Office and a team of physicians, while driving engaging digital content initiatives.

This multifaceted role is ideal for someone who thrives in a fast-paced environment, possesses strong administrative skills, and has a creative and innovative zest for multimedia storytelling.

EXECUTIVE ASSISTANT/DIGITAL CONTENT SPECIALIST QUALIFICATIONS

- High school diploma or equivalent required; associate or bachelor's degree preferred
- Minimum five years of executive level support experience
- Experience creating digital content (video, graphic design, audio, etc.)
- Excellent computer skills with strong working knowledge of MS Office Suite
- Proficiency or experience with SharePoint, Adobe, Canva, Forms, and Survey Monkey
- Ability to handle difficult and stressful situations with professionalism and politeness at all times
- Strong attention to detail and creative eye
- Strong verbal and written communication skills; highly skilled in effective, polite, and diplomatic communication over the phone, in person, and with VIP's
- Excellent organizational skills and ability to work in a fast-paced environment
- Team player with the passion, curiosity, creativity and willingness not to accept the status quo

WHY YOU SHOULD APPLY

- Exceptional, respectful, and inclusive workplace culture that encourages you to give your best while respecting work-life balance
- Explore opportunities for learning and development through training programs and a variety of in-house committees
- Enjoy valuable and comprehensive benefits, 401(k) plan with profit sharing, tuition reimbursement, generous PTO and holidays, pet insurance, and free parking
- Treat yourself to complimentary or discounted treatments and products!

EXECUTIVE ASSISTANT JOB RESPONSIBILITIES

- Type correspondence, operative notes, patient letters, PowerPoint presentations, policies and procedures and any other administrative materials as needed
- Enter information into practice management system
- Communicate regularly with external visitors, physicians, vendors, patients, media, back door deliveries, and distribution of perishables
- Triage phone calls, take messages, create tasks
- Work on projects and special assignments
- Open mail and check faxes; process as necessary
- Maintain provider schedules, meetings, and calendar including out of office notifications and global email
- Renew, file, and organize provider credentialing and licenses
- Update CAQH, CVs and CME logging
- Process dues and professional memberships
- Submit expenses for reimbursement



- Keep track of lab coats and supplies for providers
- Special event planning (dinners, luncheons, staff activities, etc.)
- Provide backup coverage for other Executive Assistants during lunches and absences
- Assume additional and varied tasks as needed and assigned by physicians or COO
- Must keep patient and business confidentiality at all times; follow HIPAA policies for patient privacy
- Comply with OSHA policies and procedures

DIGITAL CONTENT SPECIALIST JOB RESPONSIBILITIES

- Maintain SharePoint intranet site; update information as needed
- Collaborate with Social Media Manager to execute campaigns that align with company goals and ensure consistent messaging across platforms
- Produce multimedia content including videos, infographics, podcasts
- Assist department managers with streamlining current paper-driven processes
- Create user-friendly forms to improve patient and employee experiences

ABOUT SKINCARE PHYSICIANS

SkinCare Physicians is a comprehensive, state-of-the-art center for dermatology, cosmetic and laser procedures, dermatologic and skin cancer surgery, and medical aesthetics. Our commitment to excellence, along with the credentials and experience of our skilled physicians and support staff, are what make SkinCare Physicians one of the premier dermatology facilities in greater Boston – and the world.

At SkinCare Physicians we believe that it is through the efforts of our employees that we have become a leader in the field of medical and cosmetic dermatology. Our state of the art and world-renowned practice is always looking for people who are committed to supporting our mission of providing the best possible personalized service to our patients along with ethical, skilled, and comprehensive care. Only by making our employees successful will we make our patients satisfied and achieve our organization's mission.

Our expectation is that all employees will support SkinCare Physicians' mission, vision, and values by exhibiting the following behavior: excellence and competence, collaboration, teamwork and team building, innovation, respect, personalization, commitment to our patients, and accountability and ownership.

SkinCare Physicians is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.

If you are interested in learning more about this position, please send your resume and cover letter to HR@skincarephysicians.net