

**ARKANSAS HEALTH INSURANCE MARKETPLACE**  
**EXECUTIVE ASSISTANT**  
**JOB DESCRIPTION**

The Arkansas Health Insurance Marketplace (AHIM) was established by Act 1500 of the Arkansas State Legislature, to manage and implement a state-based health insurance marketplace in Arkansas in accordance with state and federal law. Arkansas currently has a state partnership health insurance marketplace. The AHIM will be responsible for designing, implementing, and operating the state-based health insurance marketplace. Arkansas is the first state in the country with federal approval to serve its Medicaid expansion population through the marketplace via a premium assistance model.

**Position Title:** Executive Assistant

**Reports To:** Business Manager

**Position Summary:**

Reporting to the Business Manager, the Executive Assistant has general executive administrative, technical support responsibilities to the AHIM Leadership. This position has direct responsibility for scheduling meetings, screening calls, document creation and production which often requires problem solving, troubleshooting and devising creative or alternative solutions.

**Responsibilities:**

- Scheduling meetings, conference calls, webinars, Skype calls, etc. as requested by AHIM Leadership.
- Providing administrative and general executive assistant support for AHIM Leadership.
- Meeting logistics and set-up.
- Taking meeting minutes of the AHIM Board and AHIM Leadership.
- Making travel arrangements and coordinating reimbursement for AHIM Board and AHIM Leadership.
- Maintaining reference library for AHIM Board and AHIM Leadership.
- Assisting with coordination of daily operations.
- Other duties as assigned.

**Qualifications and Educational Requirements:**

- Candidate must have a Bachelors of Arts or Science degree plus three years of executive assistant experience OR an Associate's degree with five years of executive assistant experience. Substitution of education/experience may be made.
- Must be proficient in Microsoft Office products – Outlook, Word, Excel, and PowerPoint.
- Experience working with a start-up business a plus.
- Experience with software products such as: Access, Adobe, Acrobat Pro, and Microsoft Publisher is strongly desirable.
- Professional demeanor required.

Please send resumes as a .pdf to [ahim.office@gmail.com](mailto:ahim.office@gmail.com) by 5:00pm CST on August 25, 2014 with "Executive Assistant" in the subject line.