



# INLINE

## ABOUT US

Inline started 20 years ago as a retained physician recruiting firm. Early on, a client told us, “If you just find me a pipeline of candidates to interview, I can do the hiring.” That was the beginning of the subscription model of sourcing. Clients could pay us one monthly fee and interview and hire as many candidates as they wanted or needed. Today, Inline is truly the only “sourcing” company that exists in the physician and medical search world.

## DESCRIPTION

We are seeking a highly organized and proactive Personal Assistant to provide comprehensive support to our executive team. The primary responsibility of this role is to manage daily administrative tasks, coordinate schedules, and handle communication on behalf of the executives. The ideal candidate will have excellent organizational skills, a high degree of professionalism, and the ability to manage multiple tasks efficiently.

**TO APPLY, SEND YOUR RESUME TO:**

**[hr@recruitjobs.pro](mailto:hr@recruitjobs.pro)**

**Position:** Remote Personal Assistant

**Working Hours:** 10-40

**Salary:** \$27.50/HR

## KEY RESPONSIBILITIES:

- Manage and maintain the executive’s calendar, including scheduling appointments, meetings, and travel arrangements.
- Handle incoming and outgoing communications, including emails, phone calls, and correspondence.
- Prepare and edit documents, reports, and presentations.
- Conduct research and compile information as needed.
- Coordinate and organize meetings, including preparing agendas, taking minutes, and following up on action items.
- Handle confidential information with discretion and maintain the highest level of confidentiality.
- Assist with personal tasks and errands as required by the executive.
- Manage office supplies and ensure the workspace is organized and well-maintained.
- Act as a liaison between the executive and internal/external stakeholders.
- Perform other administrative duties as assigned.

## QUALIFICATIONS:

- High school diploma or equivalent;

- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to multitask and prioritize effectively.
- High level of professionalism and discretion.
- Strong attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.
- Flexibility to adapt to changing priorities and needs.

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.

**Benefits:**

- Competitive salary
- Health, dental, and vision insurance
- Retirement savings plan
- Paid time off and holidays
- Professional development opportunities