



## **EXECUTIVE ASSISTANT**

SMP Health, a not-for-profit healthcare system, is currently seeking an experienced individual for the position of Executive Assistant to be responsible for providing administrative support to senior leadership at our corporate office in Fargo, ND. This individual will report to the SMP Health President/CEO and provide high-level assistance to key executives to ensure smooth operations and effective communication across various departments and stakeholders.

As an integral part of SMP Health the ideal candidate will be a proven professional with attention to detail who possesses the interpersonal skills necessary to facilitate effective relationships with key individuals. Additionally, this individual will be responsible for fulfilling reception duties as well as various office management tasks. The position presents an outstanding opportunity for an energetic team player within a faith-based organization.

A high school diploma with a minimum of three years' experience in an equivalent administrative support role is required. An associate or bachelor's degree is preferred. Qualified candidates must possess good verbal, written, and interpersonal skills, as well as a proficiency with Microsoft Office.

SMP Health offers a competitive compensation and benefit package. For consideration, please send résumé using one of the following methods:

Mail to:  
Human Resources Department  
SMP Health  
1202 Page Drive South  
Fargo, ND 58103

Email:  
[becky.hansen@smphs.org](mailto:becky.hansen@smphs.org)

Fax:  
701.235.0906