

## **Executive Assistant / Marketing Assistant**

### **Providence Anchorage Anesthesia Medical Group (PAAMG)**

Anchorage, AK | Full-Time | \$24–\$28 per hour | Benefits Eligible

Providence Anchorage Anesthesia Medical Group (PAAMG) is seeking a highly organized and detail-oriented Executive Assistant / Marketing Assistant to support the Executive Director and Senior Leadership Team.

This role combines executive-level administrative support, marketing coordination, trade show planning, and light accounting support in a professional healthcare environment.

#### **Compensation**

\$24.00 – \$28.00 per hour  
Full-time, benefit-eligible position

Benefits include medical, dental, vision, retirement eligibility, PTO, paid holidays, and paid travel (up to four times annually).

#### **Key Responsibilities**

- Provide administrative support to Executive Director and leadership
- Manage calendars, meetings, reports, and correspondence
- Coordinate trade shows and recruitment marketing initiatives
- Organize travel and event logistics
- Assist with invoice tracking, expense reconciliation, and Excel reporting
- Maintain organized documentation and files
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#### **Qualifications**

- 2–3+ years of administrative support experience
- Experience with trade shows or marketing coordination preferred
- Light accounting or financial administrative experience
- Proficiency in Microsoft Excel

- Typing speed of at least 40 WPM
- Strong organizational skills and attention to detail
- Ability to handle confidential information professionally

Providence Anchorage Anesthesia Medical Group is a physician-led anesthesia practice committed to operational excellence and high-quality patient care.

If you are organized, proactive, and thrive in a fast-paced executive environment, we encourage you to apply.