



Job Title: Executive Assistant to CFO/COO

Reports To: CFO/COO

Location: 5312 Six Forks Rd, Raleigh, NC

Salary Range: \$45,000–\$50,000 annually

Job Type: Full-Time

Start Date: Immediate

About Crandell's Enterprises

Crandell's Enterprises is a fast-growing organization dedicated to improving lives and strengthening communities through high-quality behavioral health and healthcare support services. With a commitment to excellence, innovation, and compliance, we are seeking an experienced **Executive Assistant** to provide direct support to our CFO/COO, Sandra Mayo. This role is central to ensuring operational efficiency, compliance, and effective staff coordination across the organization.

Position Overview

The Executive Assistant will provide high-level administrative, scheduling, and operational support to the CFO/COO. The ideal candidate is highly organized, proactive, and capable of balancing multiple priorities in a fast-paced environment. This position requires strong communication, discretion, and problem-solving abilities, with a focus on compliance and staff scheduling coordination.

Key Responsibilities

Staff Scheduling

- Develop, maintain, and adjust staff schedules to ensure proper coverage across programs and shifts.
- Coordinate scheduling with department heads, considering PTO, training, and changing caseloads.
- Communicate schedule changes promptly and effectively to staff.
- Track and analyze scheduling trends to optimize utilization and minimize overtime.
- Support onboarding by incorporating new staff into schedules.

General Executive Support

- Provide direct administrative support to the CFO/COO, including calendar management, meeting preparation, and follow-up.
- Assist with compliance tracking, reporting, and documentation.
- Coordinate special projects and support process development and implementation.
- Prepare reports, presentations, and correspondence as needed.
- Maintain discretion and confidentiality at all times.
- Serve as a liaison between the CFO/COO and staff, partners, and external stakeholders.



Qualifications

- Bachelor's degree in Business, Healthcare Administration, Operations Management, or a related field preferred (equivalent professional experience considered).
- 3–5 years of experience in operations, compliance, or administrative support within healthcare or behavioral health.
- Strong knowledge of healthcare regulations and compliance requirements.
- Proven success in process development, project coordination, and implementation.
- Excellent organizational, time management, and multitasking skills.
- Experience with staff scheduling and workforce coordination (manual or digital).
- Proficiency in Microsoft Office Suite (especially Excel); familiarity with EHR systems (e.g., Lauris Online) and QuickBooks is a plus.
- Highly punctual, proactive, and able to work independently and collaboratively.
- Strong written and verbal communication skills with a professional demeanor.

Compensation & Benefits

- \$45,000–\$50,000 annual salary (commensurate with experience).
- Full-time position based in Raleigh, NC.
- Major Medical, Dental, and Vision Insurance.
- 401(k) Retirement Plan.
- Paid Time Off
- Professional development opportunities.