



Title: Executive Assistant

Location: Burlington, MA/Hybrid

Position Type: part-time 20 hours/week, contract.

***** All candidates must reside in the USA and possess current USA work authorization.
Engagys, LLC cannot sponsor or transfer work visas*****

About Engagys, LLC

Engagys is a healthcare-exclusive advisory and managed operations company helping health plans, Pharmacy Benefit Managers (PBMs), and other healthcare enterprises change the behavior of members and patients. We envision a world in which consumers are fully engaged in making informed decisions about their health and wellness. We turn data-driven insight into measurable outcomes, and use behavioral science, data, and applied AI to improve how people engage. The right message at the right time via the right channel can mean a filled prescription, a closed gap in care, better Star Ratings, and lower cost of care.

Why Work With Us

- Work alongside a passionate and experienced team who care deeply about the work and each other.
- Get exposure to top-tier healthcare clients and complex business challenges.
- Build meaningful relationships and see the tangible results of your work.
- Thrive in a culture that values curiosity, transparency, and impact.
- Enjoy highly competitive compensation. See www.Engagys.com/careers for more information.

About the Role

We are seeking a highly organized and proactive **Executive Assistant (EA)** to support an executive for 20 hours per week. This role is critical in ensuring smooth day-to-day operations and enabling leadership to focus on strategic priorities. The ideal candidate will be detail-oriented, resourceful, and comfortable managing multiple responsibilities in a fast-paced environment.

What you will own

- Appointment Scheduling - Coordinate meetings with external client prospects, internal personnel, and third-party contacts.



- Travel Arrangements - Book flights, hotels, and transportation for business travel.
- Expense Management - Prepare and submit expense reports accurately and on time.
- Special Projects - Assist with ad hoc projects as assigned.
- Proactively help executive stay organized with follow-ups and priorities.
- Direct Client Interaction - Communicate directly with clients on behalf of executive including managing the executive's calendar.
- Manage Multiple Priorities - Provide ad hoc support to selected team members at the direction of the executive.
- Support development of materials in PowerPoint suitable for client exposure.

What you bring

- Exceptional interpersonal, communication, and customer service skills.
- Strong organizational skills with the ability to multitask effectively.
- High attention to detail and accuracy.
- Excellent written and verbal communication abilities.
- Working knowledge of AI use (e.g. ChatGPT, Claude, etc.)
- Proficiency in Microsoft Office Suite.
- Self-starter with a proactive mindset.
- Comfortable working independently and as part of a team.
- Ability to handle confidential information with discretion.
- Experience with prospecting or sales support is a plus

What Sets You Apart

- Healthcare experience or degree in a healthcare related field preferred but not required.
- Prior experience as an Executive Assistant.
- New graduates encouraged to apply

Beware of Recruitment Fraud

We will never ask you to purchase equipment, pay fees, or provide sensitive personal or financial information as part of our hiring process. All legitimate communication will come from an official company email address. To verify any posting, contact us at Careers@Engagys.com.

Reasonable Accommodations



Engagys, LLC is committed to working with and providing reasonable accommodations to individuals with disabilities and for religious observances. If you require an accommodation to participate in the application or interview process, to perform essential job functions, or to receive other benefits and privileges of employment, please contact careers@Engagys.com.

Equal Employment Opportunity

Engagys, LLC is an equal opportunity employer. We are committed to providing a work environment free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, ancestry, genetic information, veteran or military status, marital status, or any other characteristic protected by applicable federal, state, or local law.