



Position Title: Executive Administrative Assistant

Department:

Reports To (title):

Location: King of Prussia, PA

Date: 7/6/17

Exempt Non-Exempt

Summary of Position:

The Executive Administrative Assistant provides high level business and administrative support; is tenacious and resourceful with a talent for blending creativity and administrative abilities to achieve outstanding results. Enabling those that they support and their teams the ability to focus on core job functions and achieve the goal.

Position Responsibilities:

- Provide a broad variety of expert administrative support tasks for Executives and their teams.
- Manage all calendar activities and needs; prioritizing time, meetings and availability.
- Coordinate domestic and international travel, including: arranging all aspects of travel logistics, (e.g., air, hotel, ground transportation, etc.) in compliance with Company's travel policies and preparing detailed itineraries from departure to return.
- Create and maintain travel expense accounts, compiling receipts and expense documentation, completing forms and making accurate submissions into the system for timely reimbursement of business expenses.
- Negotiate and arrange on and offsite meetings and prepare agendas; reserve and prepare conference rooms for meetings, including technology needs and catering as needed; and greet and coordinate activities for guests and other attendees.
- Handle all monthly expense reports ensuring compliance with all company policies and guidelines.
- Process POs for review and approval and track invoices for payment approval.
- Process all agreements/contracts as requested.
- Prepare and/or edit presentations, spreadsheets, minutes for meetings and general correspondence.
- Prioritize conflicting needs; manage expectations; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures. Handling last minute changes with confidence.
- Oversee and manage long and short-term projects and timelines.
- Provide copy, fax, mail, Fed Ex and courier services ensuring on time preparation and delivery.
- Assist with special projects as needed.
- Provide backup coverage to support to other Executives as needed.

Candidate Requirements:

- High school diploma or equivalent; college degree preferred or equivalent job experience.
- 7+ years' experience in an administrative support role, 3+ of those supporting VP-level leaders or above.
- Prior experience working for a pharmaceutical or biotech company a must.
- Ability to handle multiple assignments simultaneously and meet deadlines in a fast-paced and complex environment with competing priorities.
- Exceptional interpersonal, communication (both oral and written), organizational and time management skills.
- Experience handling sensitive, confidential business matters and information with discretion.
- Adept at and have demonstrated experience and success interfacing with all levels of internal staff, external clients and vendors.
- Attention to detail, strong verbal and written communication skills, flexibility, be reliable, ability to exercise considerable judgment and discretion.
- Be an enthusiastic self-starter, who is resourceful and creative when solving problems.
- The ability and willingness to learn.
- Expert-level skills in recent version of Microsoft Office software, specifically Word, Excel, and Power Point as well as Internet Research abilities.

Additional Information:

- Technology needs: Microsoft Office (Word, Excel, and Power Point)
- Travel requirements (%): 10%