



Position Title: Executive Assistant

Department: Clinical Development and Medical Affairs

Reports To (title): SVP Clinical Development and Medical Affairs

Location: King of Prussia, PA

Date: 9/21/17

Exempt Non-Exempt

Summary of Position:

The Executive 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 several Executives and their teams (Clinical Development and Medical Affairs).
- Manage all calendar activities and needs; prioritize time, meetings and availability.
- Coordinate domestic and international travel, including: arrange all aspects of travel logistics, (e.g., air, hotel, ground transportation, etc.) in compliance with Company's travel policies and prepare detailed itineraries from departure to return.
- 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 reporting, ensuring compliance with all company policies and guidelines.
- Assist in the creation of the operational budget for the business function.
- Prepare and/or edit presentations, spreadsheets, minutes for meetings and general correspondence. May assist in the distribution of same.
- Prioritize conflicting needs; manage expectations; handle matters expeditiously and proactively, and follow-through on projects to successful completion, often with deadline pressures. Handle last minute changes with confidence.
- Manage and treat highly confidential information professionally and with discretion.
- Oversee and manage long and short-term projects and timelines.
- Provide backup coverage to support other Executives/teams 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 biotechnology company is a plus.
- Prior experience supporting Clinical Development or Medical Affairs is a plus.
- Ability to handle multiple assignments simultaneously and meet deadlines in a fast-paced and complex environment with competing priorities. Demonstrate resilience when priorities change.
- 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, flexibility, reliability, and ability to exercise considerable judgment and discretion.
- Be an enthusiastic self-starter, who is resourceful and creative when solving problems.
- Strong sense of intuition along with the ability and willingness to learn.

Additional Information:

- Technology needs: Expert-level skills in recent version of Microsoft Office software, specifically Word, Excel, and PowerPoint as well as Internet Research abilities.
- Travel requirements (%): 10%, as needed.