



Position Title: Executive Assistant

Department: Commercial

Reports To (title): Commercial Leadership Team

Location: King of Prussia, PA

Date: 1/29/17

Exempt Non-Exempt

Summary of Position:

The Executive Assistant provides high level business and administrative support primarily to the Commercial leadership and their teams. The role must be tenacious and resourceful with a talent for blending creativity and administrative abilities to achieve outstanding results. Enabling the Executives, they support and the Organization to focus on core job functions and achieve the mission/vision.

Position Responsibilities:

- Focus on the administrative needs of the Commercial business, including: Vice President, Marketing and Vice President Market Access & Pricing and their teams. Support sales operations, as needed.
- Provide a broad variety of expert administrative support tasks for Executives including, but not limited to: managing multiple calendars; completing expense reports; answer incoming calls; and arranging complex travel plans, itineraries, and agendas. Provide copy, fax, mail, Fed Ex and courier services ensuring on time preparation and delivery.
- Create and maintain an Executive Profile for each Executive he/she supports to ensure preferences are adhered to and service level expectations are met or exceeded, even in the event back up support is needed.
- Prepare and/or edit presentations, spreadsheets, minutes for meetings and general correspondence for Executive review.
- Ensure that all work is completed in a timely manner, is compliant with company policies and processes, and reflects the highest level of professionalism.
- Draft and edit correspondence including appropriate formatting and obtaining signatures, if necessary.
- Handle all expense reports for the Leadership staff members ensuring compliance with all company policies and guidelines.
- Negotiate and arrange meetings and prepare agendas; reserve and prepare conference rooms for meetings, including AV/VC/Skype and catering as needed; and greet and coordinate activities for guests and other attendees.
- Ensure the smooth flow of communication and information to Executives, Senior Management, and clients.
- 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 composure and confidence.
- Oversee and manage long and short-term projects and timelines.
- Provide backup coverage to support to others as needed.
- All other work-related duties assigned.

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 Vice President level leaders or above.
- Prior experience working for a pharmaceutical or biotech company is strongly preferred.
- Prior experience supporting Commercial Sales and Marketing team is strongly preferred.
- 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, PowerPoint, Outlook) is required, Veeva Systems and Enlighten are a plus.
- Travel requirements (%): 10%