



## **Assistant to the Executive and Sales Office**

EpiVax is a breakthrough biotechnology company located in the heart of downtown Providence. We're actively seeking an Assistant to the Executive and Sales Office to add to our growing team. A career at EpiVax offers an opportunity to work in an exciting and creative environment with an interdisciplinary team of individuals who are passionate about what they do. Are you the next member of our team?

### ***Position Overview***

The Assistant to the Executive and Sales Office's primary responsibility is to provide administrative support to the Executive Team and the Business Development & Sales department. The position requires strong organizational and time management skills, the ability to work independently, and excellent verbal and written skills. Responsibilities will include calendar management, making travel and meeting arrangements, preparing reports and correspondence. This position also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

### ***Qualifications:***

#### *Required:*

- A Bachelor's Degree;
- 3-5 years of administrative support experience interacting directly with high level executives;
- High degree of professionalism, organization and administrative skills;
- Excellent calendar management skills, including the coordination of complex executive meetings;
- Ability to prioritize multiple projects and adjust workload with frequent interruptions;
- Well organized, diplomatic and able to work competently under pressure;
- Strong team player with the ability to communicate clearly and concisely, both orally and in writing;
- Experience with PC operating systems;
- Competent use of Microsoft Office Suite for Windows is essential.

#### *Preferred:*

- Experience providing administrative support in the biotechnology and/or pharmaceutical industry
- Experience using Salesforce

## ***Duties & Responsibilities***

The Assistant to the Executive and Sales Office will take full responsibility for managing the following:

- Manage and maintain schedules and calendars, requiring interaction with both internal and external executives and assistants;
- Keep the executive team well informed of all upcoming meetings, appointments, calls and other scheduled events; including participant bios, roles, etc...
- Handle all travel arrangements, accommodations, workshops, conferences and other travel related organization;
- Prepare itineraries and travel folders with the support of business development team;
- Schedule and coordinate meetings and events;
- Coordinate and prepare agendas for conference calls and other meetings;
- Prepare a variety of correspondence, including letters, memoranda and reports;
- Record, compile, transcribe, and distribute minutes of conference calls and meetings;
- Draft routine correspondence including thank-you notes, requests for information and acknowledgements;
- Perform related duties and responsibilities as required by the executive team, including front office support as needed. Occasionally communication with executive team may take place outside normal office hours.

The Assistant to the Executive and Sales Office will provide a support role to the Business Development & Sales department for the following:

- Support the sales team with tasks including (but not limited to):
  - Contacting customers or clients to schedule calls, meetings, updates, training, or other communications that may be required.
  - Conference planning to include: identification, justification, budgeting, organization, registration, abstract submission, travel accommodations, arranging workshops and social engagements, scheduling, travel folders and other organizational tasks that may be required.
  - Contracts: Tracking, filing, proofreading, emailing internally, following-up as needed, and keeping track of expiration dates as needed.
  - Marketing Materials: Ordering, inventory, booklet/flyer/conference material preparation.
- Other duties as assigned.

## ***Relationships***

The Executive Assistant reports directly to the CEO/COO and indirectly to the Managing Director.

*At this time, EpiVax will not sponsor applicants for work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*