

Executive Assistant to CEO

Reports to: CEO

Date of Posting: 2-28-06

JOB SUMMARY:

Makes a difference for the person who guides the organization. Perform administrative work of a complex nature for CEO including general office functions as needed. Person is meticulously organized and enjoys working in 'creative' multi-tasking environment with ability to edit reports, correspondence and PowerPoint presentations 'to excellence'; performs related work as required. Team player, intensely committed to success and getting the job done well. Work's directly with and supervised by CEO. Exemplifies healthy life-style. Works independently while increasing CEO's contact with organization. May perform some financial and legal clerical work of average difficulty.

ESSENTIAL FUNCTIONS:

1. Provides and receives confidential information concerning matters directly related to the CEO.
2. Maintains calendar for CEO and assures that information is available for all matters.
3. Telephone and communication skills well developed.
4. Computer literate including word processing (Word), spreadsheets (Excel), databases (Filemaker), and presentation (PowerPoint) or equivalents.
5. Makes and maintains travel arrangements and prepares travel expense reports.
6. Composes and prepares routine correspondence for signature.
7. Independently prepares recurring reports for signature.
8. Attend meetings and conferences to furnish information and take / distribute notes.
9. Establishes and maintains a variety of files and records.
10. Arranges for meetings and conferences.
11. Maintains control files of matters in progress and follows up to ensure that laboratory actions/projects are completed.
12. Coordinates office functions with other departments, supervising others as needed.

ADDITIONAL RESPONSIBILITIES / PRIVILEGES:

1. May prepare financial and legal documents, including documentation for patents and trademarks.
2. May receive and converse with guests or coworkers.
3. May assign work to subordinate employees.
4. May receive and resolve or refer complaints from clients.
5. May take part in the training and/or orientation of new employees.
6. May give assistance and advice to subordinate employees.
7. Performs such other duties as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good knowledge of business language, office practices, procedures, and documents.
2. Ability to establish, maintain, and prepare case records and reports; ability to deal effectively with the public and officials at all levels.
3. Social skills and graces on phone and for planning events (everyone is 'most important')
4. Must have some knowledge of biology, medical, and/or scientific terminology

TRAINING AND EXPERIENCE

Advanced training in medical or scientific field and three (3) years of experience performing complex and responsible administrative duties; OR Any equivalent combination of training and experience.

ADDED PLUSES

1. Business planning process or computer modeling experience
2. Worked as a CEO or Chairman's personal assistant
3. Acted as representative for CEO or Chairman