

1 Position in the Organization	
Job Title:	Sr. Administrative Assistant, Sales
Department:	Commercial/Sales
Location:	King of Prussia, PA

2 Description
<p>Provide general administrative support to the field sales and market access organizations. The right candidate is flexible, organized, proactive, collaborative, and calm under pressure. The candidate should have excellent communication, inter-personal and collaboration skills.</p> <p>Candidate must have demonstrated experience problem-solving and dealing with complex, ambiguous situations with diplomacy and tact as well as demonstrated experience in execution and accountability for project coordination and/or management.</p> <p>This position also requires a professional demeanour, sense of urgency, ability to prioritize, and a high level of discretion with the ability to appropriately handle sensitive and confidential information. The incumbent must enjoy a dynamic atmosphere, display good judgment, show initiative and be willing to take on additional tasks and responsibilities as needed to achieve goals and deliverables.</p>

3 Duties and Responsibilities
<ul style="list-style-type: none"> • General Support <ul style="list-style-type: none"> • Responsible for arranging and coordinating all requirements for meetings, appointments and conferences including maintaining calendars, scheduling meetings, reserving conference rooms. Coordinates logistics for meetings, including catering, travel reservations (airfare/hotels) if required, audio/visual needs and presentations. Serves as liaison with internal participants and external stakeholders. • Administers site management needs including office and break room supplies. • Collaborates frequently with senior management and their assistants to solve complex scheduling conflicts. • Commercial Team Support <ul style="list-style-type: none"> • Provides effective and pro-active executive assistance the VP Sales, the VP Market Access, and their teams. • Completes a broad variety of administrative tasks including: managing extremely active calendars; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings. • Plans, coordinates and ensures schedules are followed and respected. Provides "gatekeeper" and "gateway" role. • Communicates directly and on behalf of managers with internal and external partners.

- Provides onboarding assistance to the field sales force: Schedules and coordinates interviews. Works with hiring managers and administrative assistants to prepare for new hire needs (equipment, business cards, remote office set up).
- Works closely and effectively with managers regarding upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Exercises good judgment to assess and resolve complex situations/problems and respond to frequently shifting priorities.
- Processes expense reports for timely submission.
- Facilitates cross-divisional coordination of travel plans.
- Submits and tracks purchase orders and contracts for services, coordinating with legal and finance departments to ensure proper submission and approvals
- Provides support for field teams (coordinates on-site and off-site meetings/events, regional meetings, team dinners, hotel/event contracts), especially as it relates to activities that maximize field force effectiveness.

4 Qualifications and Skills

- 10+ years administrative experience required, including 4+ years supporting executives or teams in the biotechnology / pharmaceutical industry. Preference given for administrative experience in Commercial or Field Sales support.
- Experience with calendar management, preparation of presentations, travel and expense reports for an executive.
- Experience working with senior level executives within and outside the company, as well as experience with customers, vendors and other visitors.
- Experience planning large, complex meetings desired.
- Experience and interest in internal and external communications, partnership development.
- High-level of proficiency with Microsoft Office, specifically Outlook, Word, PowerPoint.

5 Competencies

- Action Oriented: Enjoys working hard; is full of energy for the things he/she sees as challenging.
- Comfortable working across Different Levels in the Organization: Is customer focused
- Integrity and Trust: Demonstrated trust; keeps confidences and can admit and grow from mistakes.
- Time Management: Uses his/her time effectively and efficiently; values time; concentrates on important priorities.

- Learning on the Fly; Learns quickly when facing new concepts, enjoys the challenge of unfamiliar tasks and quickly grasps the essence of the underlying structure of issues.