

Job Description

1 Position in the Organization	
Job Title:	Executive Assistant
Department:	General Administration
Manager Job Title:	Chief Financial Officer
GxP Functions:	<input checked="" type="checkbox"/> None <input type="checkbox"/> All GxP <input type="checkbox"/> GLP <input type="checkbox"/> GCLP <input type="checkbox"/> GCP <input type="checkbox"/> GPvP <input type="checkbox"/> GMP <input type="checkbox"/> GDP
Location:	Fort Washington, PA

2 Description

With minimal supervision, provide administrative support to assigned executive-level management team member(s) with a high degree of accuracy and attention to detail.

The right candidate must be flexible, organized, proactive, collaborative, articulate, enthusiastic, and calm under pressure. Excellent communication, interpersonal and collaboration skills are essential for this role due to interactions with C-level executives and across all levels of the organization.

The person in this role 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.

This position also requires a professional demeanor, sense of urgency, the 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 judgement, show initiative and be willing to take on additional tasks and responsibilities as needed to achieve goals and deliverables.

- ### 3 Duties and Responsibilities
- General Support:
- Coordinates conferences, meetings, and social events and serves as a liaison with internal participants and external stakeholders in support of all functions.
 - Responsible for arranging all requirements for meetings, appointments, and conferences including maintaining calendars, scheduling meetings via Outlook calendar appointments, reserving conference rooms, and coordinates logistics for meetings, including organizing refreshments/meals, and booking of travel (airfare/hotels) if required, and audio/visual needs, and presentations.
 - Administers site management needs including office supplies and snacks.
 - Assists in onboarding of new employees including but not limited to scheduling and coordinating interviews, ordering business cards, desk setup, organizing meet and greets post hire, updating distribution lists, phone list, and other pertinent company tools.
 - Collaborates frequently with senior management and other assistants to solve complex scheduling conflicts.

Job Description

Executive Support:

- Completes a broad variety of administrative duties supporting assigned Executive(s) including: managing an extremely active calendar of appointments; 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 the Executive's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive's time and office.
- Provides a bridge for smooth communication between the Executive's office and internal departments; demonstrating leadership to maintain credibility, trust and support with other senior management staff.
- Works closely and effectively with the Executive(s) and managers to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive updated.
- Supports Nabriya's Finance and Investor Relations functions by coordinating meetings with institutional shareholders and industry analysts.
- Coordinates Nabriya's presence at Investor Conferences ensuring an optimal schedule and smooth logistics.
- Assists IT team with contracts and purchases, maintains building security access and updates email distribution lists in accordance with employee onboarding/offboarding/changes.
- Submits and tracks purchase orders and contracts for services, coordinating with legal and finance departments to ensure proper submission, approvals, and filing of final agreements.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Executive(s), some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters, and other tasks that facilitate the Executive's ability to effectively lead.
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Exercise independent discretion and sound judgment to independently assess and resolve complex situations/problems and respond to frequently shifting priorities across multiple departments.
- Facilitates cross-divisional coordination of travel plans.
- Acts as backup to other Executive Assistant(s) when required.
- Other duties as required.

Job Description

4 Qualifications and Skills

- 10+ years administrative experience required, including 4+ years supporting an executive(s), preferably in the biotechnology / pharmaceutical industry.
- Experience supporting a Chief Financial Officer, Chief Medical Officer, General Counsel, or Head of Human Resources a plus.
- Demonstrated experience with calendar and expense management, preparation of presentations, and travel coordination for more than one executive.
- Experience working with senior-level executives within and outside the company, as well as with customers, vendors and other visitors.
- Experience planning large, complex meetings desired.
- Experience and interest in internal and external communications and partnership development.
- Demonstrated ability to manage sensitive and confidential information.
- Possesses a high-level of proficiency with Microsoft Office Suite and web conferencing tools.

5 Competencies

- **Customer-centric & entrepreneurial mindset.** Ability to address issues, communicate, and develop programs, and take on other tasks as assigned with a customer focus based on a foundation of ethics, integrity, and quality.
- **Results-driven individual** with strong levels of perseverance, resilience, and resourcefulness; works toward both individual and team goals. Demonstrates high degree of emotional intelligence, personal initiative/self-leadership, self-motivation and the ability to be involved at various levels and willingness to “roll up sleeves” to drive results and outcomes. Ability to adapt quickly and act with urgency, welcoming change, while producing high quality work with minimal direction.
- **Continuous learner** showing a desire and ability to solve complex business problems and provides innovative, value added solutions.
- **Superior organizational/project management skills.** Demonstrated ability to manage multiple assignments/projects, strict timelines, and to identify project interdependencies, resource needs, potential risks/pitfalls and mitigation plans. Recognized as an integrator and solution provider.
- **Highly collaborative workstyle;** with an ability to see the “big picture” and influence others across businesses, functions, geographies and levels, motivated by collective success.
- **Communicate with clarity both verbally and non-verbally;** be clear, concise, detailed and actionable. Seeks and provides meaningful feedback. Trusted advisor.