

Posted: September 27, 2017

# JOB ANNOUNCEMENT

PhenoPath Laboratories, PLLC, has an opportunity for a....

## Executive Assistant – CEO, Chief Medical Officer & Senior Pathologist

### BASIC FUNCTION

Under limited supervision, the executive assistant provides high-level administrative support to the Chief Executive Officer (CEO) and all MD and/or PhD-level professional medical staff, particularly the Chief Medical Officer (CMO) and Senior Pathologist (SP). The executive assistant will also support other members of the executive team as needed.

### DISTINGUISHING CHARACTERISTICS

Employee will work with the CEO, CMO, SP, and/or Managing Board on key priorities, support advancement of laboratory activities and strategic initiatives, and meet internal and external deadlines. This is a full-time position that requires excellent attention to detail and a high-level of interpersonal and communication skills, both written and verbal for (often complex) internal and external interactions and correspondence with individuals seeking access to, or information from the company's executive team.

### Primary Responsibilities:

- Support / drive projects and strategic tasks for the CEO, CMO, SP, and/or Managing Board
- Develop and edit internal and external communications for the CEO, CMO, SP, and/or Managing Board, including items that are confidential and sensitive in nature
- Manage complex calendars and prioritize and respond to inquiries and requests for the participation of the CEO, CMO, SP and/or Managing Board in meetings, conferences, industry events, etc., including coordination with internal and external executives and assistants Coordinate complex travel arrangements for the professional medical staff and executive team (domestic and international), and manage expense reporting for them
- Support the CEO and professional medical staff around other scheduling needs
- Proactively manage recurring company meetings (Operating Committee, All Hands Meetings, Managing Board Meetings, Quarterly Conference series, pathologist-led meetings, etc.)
- Support development of reports and presentation materials for key activities of the CEO, CMO, SP, and/or Managing Board in partnership with appropriate staff
- Prioritize, manage and follow through on multiple time-sensitive projects simultaneously
- Maintain the company organization chart, in collaboration with Human Resources
- Help plan and execute annual employee appreciation events
- Manage special projects as assigned by the CEO, CMO, SP, and/or Managing Board
- Other tasks, duties, and responsibilities as assigned

### Required Skills and Experience

- Advanced MS Office skills (Word and Excel), including experience with databases, as well as in the creation of PowerPoint and Keynote presentations
- Excellent calendar management skills, with experience using various calendar programs
- Experience scheduling complex domestic and international travel arrangements. Familiarity with Visa requirements
- Experience with reconciling expense reports for executive management
- Exceptional organizational and time management skills
- Ability to prioritize multiple tasks to meet changing deadlines and requests
- Excellent written and verbal skills
- Exceptional attention to detail
- Excellent interpersonal skills, including the ability to relate well to all levels internally as well as to multiple outside clients, vendors, and the medical community
- Ability to remain flexible, proactive, resourceful and efficient, with a high level of professionalism, even under pressure
- Ability to self-direct work, as well as to assess and manage projects through to completion, with little direction
- Capable of assessing and streamlining workflow processes
- Sound judgment and demonstrated ability to make decisions
- Minimum five (5) years of executive-level administrative support experience

### Preferred Skills and Experience

- Experience with Macintosh computers a plus
- Experience in a related medical or scientific field strongly desired
- Ability to comprehend complex medical terminology
- Project management experience
- Strong preference will be given to individuals with 4-year degree

TO APPLY: <https://app.vettd.com/prospects/#/phenopath/job/22c15755-db18-4924-a068-18f10e1112dg>/PhenoPath Website

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