



Job Description

Position Title:	Administrative Assistant
Location:	Palm Beach Gardens, FL
Category:	Full Time, 40 hours
Reports to:	VP of Clinical Operations

Position Summary:

An opportunity exists for an ambitious professional to be part of the clinical team in support of Xcovery. Xcovery is a biopharmaceutical company working to improve the lives of patients by developing a pipeline of oncology therapies to target a wide range of advanced tumors. This position offers the right candidate a significant opportunity for career development and growth. Check us out at www.xcovery.com.

Key Duties and Responsibilities:

- Proactively manage Outlook calendars for VP of Clinical Operations and direct reports
- Plan and coordinate a variety of meetings including scheduling, conference room reservations, teleconference set-up and associated meeting logistics
- Manage clinical team meeting agendas and minutes
- Screen calls for executive, take detailed messages and follow up when necessary
- Coordinate domestic and international travel arrangements, create detailed travel itinerary and follow up on travel changes as necessary
- Prepare expense reports and track reimbursements
- Work with department admin and oversee department spend including ordering supplies, lunches and other such purchases
- Expedite flow of work items, and initiate follow-up when necessary
- Maintenance of clinical department's documents and records, including organization organizes and maintains files, including both written and electronic
- Maintenance and tracking of all training records and provide metrics for quarterly review
- Modify and/or edit new and existing PowerPoint presentations, correspondence and spreadsheets
- Embody strong ethics in establishing and maintain relationships with vendors and/or third parties
- Manage and coordinate logistics for trade shows
- Maintain company's social media programs
- Additional work assignments as requested by VP of Clinical Operations
- Fully support all company initiatives and complete all duties in a timely and professional manner.



Minimum Education and Experience Requirements:

- Bachelor's Degree preferred
- Minimum of 3 to 5 years of experience supporting high level executives in a corporate environment; pharmaceutical or healthcare industry experience a plus
- Proficiency in Microsoft Office Suite required
- Must be proactive, have excellent time management skills and be able to anticipate the administrative needs of the VP of Clinical Operations and the department
- Candidate should possess excellent communication skills with an ability to respond with professionalism in verbal as well as written communications
- Excellent judgment as well as the ability to work with confidential documents and use appropriate discretion in the management of information
- The ideal candidate is a classic administrative professional who takes pride in managing the work life of a high-level executive. He or she is detail-oriented with strong organizational skills and a proven ability to prioritize, work independently and complete quality work on a timely basis

Skills and Abilities:

- Strong organizational skills
- Ability to work independently, self-motivated; high bias for action
- Effective verbal and written communication skills
- Must have excellent interpersonal skills
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to prioritize and to multi-task in a fast paced environment
- Ability to maintain strict confidentiality