



EXTERNAL JOB POSTING

Job Title Executive Assistant

Req# 1071-19

LOCATION: Valencia, CA

POSITION SUMMARY:

Provides administrative support to the President & CEO and the Executive Vice President & CFO. Provides occasional support to the Chief Commercial Officer as well as the Chief Technology Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Manages CEO's and CFO's calendars and schedules appointments and departmental meetings. Handles incoming and outgoing mail. Handles incoming calls. Prepares expense reports, purchase requisitions and miscellaneous forms. Organizes and maintains files.

Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget. Handles preparation of records such as agenda, notices, minutes, and resolutions for corporate meetings. Composes and prepares confidential correspondence, reports, and other complex documents. Creates and maintains database and spreadsheet files. Arranges complex and detailed travel plans and itineraries and compiles documents for travel-related meetings.

Maintains and understands the importance of confidentiality concerning company matters.

Able to react to change productively and to perform other essential tasks assigned.

EDUCATIONAL REQUIREMENTS:

BA/BS or equivalent years of experience.

EXPERIENCE:

Minimum of five years' experience supporting a high-level executive in a corporate setting. Legal experience a plus. California state-approved Notary designation highly desired.

KNOWLEDGE, SKILLS AND ABILITIES:

- Expert skills in communications, multi-tasking and organization.
- Microsoft Word, Excel, PowerPoint and Outlook proficiency required.
- Solid written and verbal presentation skills. Solid experience with scheduling and travel coordination.
- Type 50 wpm.
- Proven ability to operate in a high-pressure environment is essential.
- Must have wide-ranging experience; be able to use professional concepts to resolve complex issues in creative and effective ways.
- Must be able to exercise judgment in selecting methods and techniques for obtaining results.
- Must have professional and effective phone manner.

CONTACT: Submit resume to careers@bioness.com

EOE/Minorities/Females/Vet/Disability