



EXECUTIVE ASSISTANT (TO THE CEO) AT A PHARMACEUTICAL CONSULTING FIRM

- Full-time position, 40 hours or more
- Location Preferred: DC Area but open to combination of partially remote
- Salary range is based on experience

The Ideal Candidate Is:

- A detail-oriented self-starter with prior experience supporting high level executive(s) in a small business. Pharmaceutical, marketing and/or consulting industry experience is a plus.
- Someone who exhibits sound judgment with the ability to prioritize and make decisions
- Thrives in a fast-paced environment
- Energetic and eager to tackle new projects and ideas
- Comfortable interacting with high-level executives
- A team player capable of cultivating productive working relationships across the firm
- Resourceful, can-do attitude

Primary Duties and Responsibilities

- Work directly with the CEO to support all aspects of her daily work routine.
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the CEO, subcontractors and clients. This includes receiving and screening the CEO's emails, placing phone calls as necessary and handling a variety of situations with tact and diplomacy.
- Assist in PMO activities and processes including project planning, CRM system management, etc.
- Manage sub-contractor onboarding and processing as well as client portal entries, invoicing and payments
- Assist the CEO in the development of presentations and white papers for internal and external audiences.
- Determine priority of matters of attention for the CEO; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of support duties.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Sort and triage e-mail, manage SharePoint site and address directories.
- Compose and prepare letters relating to routine correspondence for the CEO's signature and send via DocuSign.



- Schedule meetings; assist in the preparation and distribution of meeting agendas and materials.
- Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Other additional and/or alternative duties as assigned from time to time.

Skillset And Background

- Bachelor's degree preferred
- Three to five years' prior experience in supporting a senior executive or team
- Prior knowledge and/or experience in Pharmaceutical Consulting industry preferred
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Exceptional writing, editing, and proofreading skills
- Attention to detail
- Excellent organization, time-management, and multi-tasking skills
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Basic understanding of frequently used computer/app software and programs, such as Asana
- Familiarity with QuickBooks and the financial/wealth management industry is a plus

To apply please send your resume and cover letter to admin@i3strategy.com