



Evofem Biosciences is a clinical-stage specialty biopharmaceutical company focused on discovering and developing innovative healthcare solutions that give women better control of their reproductive health. Evofem Biosciences is currently identifying and developing new and novel products that specifically address unmet needs in the areas of sexual and reproductive health, the prevention of acquisition of sexually transmitted infections, and products that address or promote general health and wellbeing. Evofem Biosciences' sole focus is bettering the lives of women by offering innovative, woman-controlled contraceptive options. The Corporate Social Responsibility partnership between Evofem Biosciences and WCG is an initiative focused on the convergence of not-for-profit and for-profit entities for the purpose of improving the reproductive health and well-being of girls and women everywhere.

Executive Assistant

Summary:

The Executive Assistant provides support to VP, SVP and C-Level executives and is responsible for a variety of high-level administrative functions including management of executives' schedules, coordinating executive travel (hotel, air, ground transportation, travel visas), handling meeting requests, scheduling appointments, completing expense reports, ensuring executives are adequately prepared for meetings, and managing projects and respective department staff that requires the ability to organize information related to applicable subject areas, policies, programs and company matters and execute through completion in an efficient and expeditious manner.

The Executive Assistant is responsible for establishing a good working relationship with team members, other departments and various external contacts. The position coordinates with other departments in carrying out administrative functions, such as planning meetings, conferences, programs, and special events.

Administrative duties include reading and following up with incoming correspondence, making local, national and international travel and meeting arrangements, drafting correspondence, preparing reports and analyses, and maintaining a positive customer relations perspective. This role represents the executives in following up on projects and securing information relevant to executive responsibility.

Job Responsibilities:

- Responsible for executives' calendars; manage requests for appointments, coordinate schedules, invitees, locations, and set up conference calls; set priorities for activities and appointments, keep executives aware of meetings, guests, events, and other obligations.
- Responsible for complete coordination of meetings, both on-site and off-site, including scheduling, correspondence, site reservations, preparing agendas, arrange use of conference rooms or outside facilities, and arranging travel accommodations and catering as needed.
- Screen incoming mail and telephone calls; take accurate messages, research and respond to a wide range of inquiries with little to no direction, direct appropriate inquiries to other responsible parties in a timely and appropriate fashion.
- Prepare and/or coordinate official correspondence, formal presentations, various documents, and handle all incoming and outgoing mail.
- Arranges and coordinates business travel arrangements for executives including air travel, hotel, ground transportation, rental car and travel visas.
- Prepares and submits executives' travel and expense reports in Concur.
- Works collaboratively with all members of the Executive Team and provides assistance as needed.
- Assists Administrative Team including providing coverage for front desk/reception, vacations and absences as needed.
- Manages a corporate credit card, including monthly coding and expensing of receipts.
- General daily housekeeping duties; maintaining cleanliness of conference rooms, kitchen and public areas.
- Coordinates event/party planning with other team members.
- Other duties and projects as assigned (i.e. assist with budgeting, contracts, market research).

Competencies:

- Proactive in anticipating executive needs; self-starter who takes initiative.
- Ability to work independently.
- Ability to think quickly and problem solve in rapidly changing environment
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Ability to multi-task and switch gears constantly and efficiently.
- Ability to work well with all employees - team player.
- Ability to handle travel arrangements in coordination with corporate travel agency
- Customer service orientation.
- Strong problem-solving skills
- Organized with strong attention to detail.

- Adaptable to changing needs of the organization.
- Exceptional written and verbal communication skills.
- Demonstrates solid independent judgment and decision making.
- Discretion, sensitivity and excellent judgement regarding confidential information.
- High level of interpersonal skills to handle sensitive and confidential situations; demonstrated poise, tact and diplomacy.

Education and Qualifications:

- Bachelor's degree or equivalent experience
- 3+ years of experience as an executive/administrative assistant to a senior level/executive level manager preferably in a life science company
- Demonstrated computer experience
- Proficiency with MS Office (MS Outlook, PowerPoint, Word and Excel)
- Type minimum of 65 words/minute
- Evofem Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

**To apply for this position with Evofem Biosciences
please submit a cover letter and your CV and salary requirements at www.evofem.com**

Evofem Biosciences is an Equal Opportunity Employer

No agencies please