



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a clinical-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences exists to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company is leveraging its proprietary Multi-purpose Vaginal pH Regulator™ (MVP-R) platform to develop AMPHORA®, which if approved will be the first on-demand and female controlled MVP-R birth control method in the U.S.

We are a growing 40+ person team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

Commercial Admin/Coordinator

Job Summary:

Reporting to the Chief Commercial Officer (CCO), the Commercial Admin/Coordinator will be a key member of the commercial team supporting the CCO, while leading our effort to organize, project management, and deliver as an individual contributor for assigned projects and activities. This role will establish a partnership with all departments and various other internal functions. This person will apply excellent attention to detail and organization, be able to anticipate needs, and provide clear and proactive communication while operating as a true extension of the CCO's office. Activities will range from training coordination and execution, financial/process analysis, materials management, meeting planning and execution, and other assigned projects.

Job Responsibilities:

- Provide general administrative support.
- Support the maintenance and development of internal tools including credentials, state licensure tracking, global contact directory, and intranet database.
- Assist/support sales and marketing strategies as assigned.
- Assist in the planning of programs for professional training and development.
- Compose all written communication for key stakeholders and send out correspondence in a timely manner.
- Manage/Coordinate the planning of all sales meetings.
- Plan events, including global, national, or regional exhibitions.

- Responds to vendor/distributor/sales requests for electronic images or documents containing Evofem products.
- Maintain commercial organization yearly calendar.
- Assists in the creation of PowerPoint presentations required by the CCO and/or commercial team.
- Develop and update administrative systems that allow for maximum efficiency.
- Regularly maintain/update/improve the online Marketing Toolkit, Apparel & Giveaway portal.
- Coordination of travel for the CCO and VP of Sales and Marketing.
- Perform other job-related duties as required.
- Assist CCO with expense reporting through Concur

Competencies:

- Dynamic, fast-moving results oriented, entrepreneurial and self-motivating.
- Outstanding interpersonal and communication skills.
- Hands-on with a strong sense of urgency, discipline, commitment and organization.
- Imaginative and inventive thinker with capability to analyze situations rapidly and make informed decisions.
- Highly collaborative and team oriented; flexible in personal interactions at all levels of the organization.
- Positive, open, direct, informative and communication style with the ability to communicate ideas effectively in a verbal and written format.
- Consistent in meeting project deadlines.
- Ability to manage multiple tasks at a time and understand prioritization of tasks.
- Support the mission of the organization in attitude and behavior.

Education and Qualifications:

- Must have 3-5 years of administrative experience, with at least 2 years' experience supporting high-level executives.
- Bachelor's degree preferred or equivalent experience in related field.
- MS Office Suite proficient.
- 2+ years of experience in event support preferred.
- Experience working in a collaborative environment.
- Experience in using Salesforce.com preferred.
- Knowledge of Adobe Creative Cloud Suite.

Travel: Occasional travel may be required

Evofem Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

Evofem Biosciences is an Equal Opportunity Employer.