



Job Title: Administrative Assistant, Marketing, Market Research and Managed Care
Reports to: VP, Marketing and Sales
Date: November 2011
FLSA Exemption Status: Non-Exempt

General Summary: Start-up specialty pharmaceutical company in South Charlotte seeking an Administrative Assistant, primarily supporting a Marketing department. This position will also be responsible for general office administrative assistance including front desk reception.

Principle Duties and Responsibilities: To provide high level administrative support to the corporate office and to VP, Marketing and Sales, National Brand Director, Associate Director of Market Research, and the Director of Managed Care/Access Services including the following:

- Provide meeting, calendar, travel and expense reporting management for four marketing department executives / managers
- Update and maintain delegated tasks to ensure projects stay on schedule
- Marketing vendor management to include working with vendors and corporate management in the negotiation of RFPs, proposals and contracts
- Work with accounting in collection of all necessary documentation for issuance of purchase orders
- Assist in the creation and editing of correspondence, agendas, and presentations
- Interact appropriately with key executives, outside vendors, visitors and callers
- Maintain knowledge of corporate policies; handle confidential materials
- Regular monitoring of marketing budget and expenditures; reviewing financial reports for discrepancies and reconciliation
- Assist with onsite and offsite meeting and event planning and catering; trade show logistics
- Handle key front desk/receptionist duties for department and company; including greeting and assisting visitors, answering main phone line, sorting and delivering mail, ordering and stocking kitchen supplies

Education and Work Experience:

College graduate preferred, 4-6 years of administrative experience in marketing for the pharmaceutical or healthcare industry; Experience managing purchase orders and budgets, vendor management required; experience with office management a plus.

Specialized Knowledge and Skills:

Excellent grammatical, spelling and related communications skills, good oral and written communication skills are required. Demonstrated ability to gather and analyze information, resolve problems in a timely manner, respond promptly to business needs, maintain confidentiality, ability to take initiative, work independently, while balancing team and individual responsibilities.

Equipment and Applications:

Excellent computer competence with advanced level skills in Microsoft Office applications, particularly Word, Excel, PowerPoint and Outlook.

Work Environment and Physical Demands:

General office environment. Must be able to lift 25 pounds

Disclaimer:

The above declarations are not intended to be an *all-inclusive* list of the duties and responsibilities, skills and abilities required for the position. Rather, they are intended to describe the position's general nature.