

Medibio, Ltd.	
Position Description	
Executive Assistant to the CEO	

Job Title:	Executive Assistant to the CEO
Reports To:	CEO
FLSA Status:	Non-Exempt
Date Issued:	February 2017
Date Edited:	February 2017
Approved by:	

POSITION SUMMARY

The Executive Assistant performs administrative and departmental coordination duties for executives and management, specifically the CEO. This person works autonomously on various tasks and projects. In addition, this person will identify and proactively handle business issues which arise from the day-to-day activities.

The Executive Assistant effectively communicates, both in written and verbal formats, with all types of contacts. This person generates PowerPoint presentations, develops graphic presentations of various data and effectively monitors department expenses. The Executive Assistant assists the CEO with effective time management and planning to meet all requirement of the executive office.

PRIMARY DUTIES & RESPONSIBILITIES *(Essential Functions of the Position) include, but are not limited to the following. Other duties may be assigned.*

- Prepare documents including routine internal and external correspondence and communication, timelines, charts, tables, meeting agendas, minutes, and presentations in professional and aesthetic fashion
- Coordinate arrangements for executive meetings including travel and lodging needs; assist with overseas travel plans as necessary
- Set-up and maintain records and files, which may contain confidential information
- Maintain calendar and perform daily scheduling
- Handle special projects in an independent fashion; participate in cross-functional teams as member or leader

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- Ability to maintain confidentiality and high-level information
- Support departmental personnel with Microsoft Office Suite functions, copying, scheduling meetings, timely correspondence, ordering supplies, etc.
- Effectively interface cross functionally
- Assist with special projects as requested and perform additional duties as required

The preceding functions have been provided as examples of the types of work performed by an employee assigned to this position classification. Management reserves the right to add, modify, or change the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the position.

QUALIFICATIONS GUIDELINES

Typical Knowledge, Skills, & Abilities:

- Demonstrated ability to develop and maintain strong working partnerships
- Well organized and efficient with handling multiple tasks at the same time
- Excellent time management skills and ability to prioritize work and activities with limited guidance while able to meet stringent deadlines
- Able to provide clear guidance and direction for other support personnel
- Proactive thinker – creative and consistently generate new and original ideas to improve processes and procedures
- Must understand, follow and comply with regulatory requirements as applicable to various processes. An understanding of FDA Quality System Regulations and ISO Standards (ISO 13485) is required.
- Must possess a thorough understanding of work related standards and regulations, including but not limited to Standard Operating Procedures (SOPs) and Quality System Regulations (QSRs), both US and international.

Skills - Technical:

- Must demonstrate a high level of understanding of common business practices, exceptional computer and business machine skills and software application proficiency
- Excellent verbal and written communication skills

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- Proficient with Microsoft Office Suite and various computer programs that will offer improved productivity for the position
- Proficient in scheduling travel, meetings, and logistics for the executives
- Strong problem-solving, judgment and decision making skills are required

TYPICAL MINIMUM EDUCATION, EXPERIENCE or CERTIFICATIONS

- B.A. or B.S. degree required (Business or similar discipline preferred)
- Minimum of five (5) years of direct administrative experience working with senior level executives is required

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS (*Travel, Physical Demand, Mental Demand*)

- Travel: Position requires business travel (including overnight), estimated up to 5%. Must be available for occasional international travel. Valid driver's licence and valid passport required.
- Physical Demand: Light physical effort.
- Mental Demand: Moderate to high degree of concentration.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

(Print Employee's Name) (Employee's Signature) (Date)