

	Document Title: Job Description		
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Job Title:	Office Manager / Sr Administrative Assistant
Reports To:	VP, Clinical and Regulatory Affairs
Location:	900 Long Lake Road, Suite 300 New Brighton, MN 55112
Date:	2017 December 15

Purpose/Role

A brief description of the primary responsibilities for which the employee is accountable

The Office Manager/Senior Administrative Assistant is a key member of the Leadership Team in Minnesota and will be responsible for maintaining the office operations and providing direct administrative support to the VP Clinical and Regulatory Affairs and as needed to support the Directors using broad and comprehensive experience, skills and knowledge.

Position Description

A listing of the deliverables to be accomplished, including specific duties/activities that make up the job

- Handles a complex (multiple time zones) calendar
- Maintains an organized system of tracking, monitoring, and prioritizing tasks and initiatives.
- Assists with structuring and formatting presentations and reports from departmental personnel.
- Assists in regulatory submissions
- Assist with clinical and FDA meeting organization (e.g., investigator meetings, FDA meetings, Advisory Board meetings)
- Compiles and processes expense reports and reimbursements accurately and timely
- Creates, update and/or maintain organized files and records
- Supports VP and Directors with external communications (verbal and written), ensuring timely responses to inquiries including answering questions, routing requests appropriately, and taking and distributing minutes of meetings as requested.
- Manages general office administration, including ordering and stocking of office and kitchen supplies; vendor management; invoice processing; sorting mail; sending domestic and international packages; ordering refreshments or meals for meetings; scheduling, coordinating and providing logistical support for meeting and facility needs.
- Liaises with building leasing manager to coordinate facility needs for the office such as heating/cooling and general repairs. Performs facilities support such as coordinating office moves, purchasing and maintaining furniture and office equipment, picture hanging, etc.
- Assist with special projects, and other duties as needed
- Facilitate new hire onboarding

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Qualifications

Represents the desired qualifications but may not reflect the employee's existing qualifications

Education:

- University degree/diploma or equivalent work experience

Experience:

- Administrative Assistant roles in medical or technical industries
- Relevant professional experience in supporting Clinical and Regulatory Affairs
- Advanced computer skills in Microsoft programs, SharePoint, Outlook, Publisher and Adobe
- Demonstrated track record of success and personal initiative
- Demonstrated resourcefulness, organizational skills, and results orientation

Skills:

- Ability to function effectively in the environment of a small and growing company
- Strong people skills, and a demonstrated ability to communicate effectively with a -wide variety of people ranging from medical professionals, regulatory agencies, and vendors, in North America and internationally
- Excellent oral and written communication skills

The purpose of this description is to provide a concise statement of the major responsibilities of this position in a standardized format. It is not intended to describe all the elements of the work that may be performed and should not serve as the sole criteria for personnel decisions and action.

Approvals:

Employee (signature)

Date

Manager's (signature)

Date