

Special Projects & Executive Assistant

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization dedicated to realizing the promise of regenerative medicines and advanced therapies. ARM promotes legislative, regulatory and reimbursement initiatives to advance this innovative and transformative sector, which includes cell therapies, gene therapies and tissue-based therapies. Early products to market have demonstrated profound, durable and potentially curative benefits that are already helping thousands of patients worldwide, many of whom have no other viable treatment options. Hundreds of additional product candidates contribute to a robust pipeline of potentially life-changing regenerative medicines and advanced therapies. In its 11-year history, ARM has become the global voice of the sector, representing the interests of 370+ members worldwide, including small and large companies, academic research institutions, major medical centers and patient groups. To learn more, visit: www.alliancerm.org

POSITION OVERVIEW:

ARM is seeking a detail-oriented and enthusiastic Special Projects/Executive Assistant to support the CEO. The successful candidate will work on a range of programmatic tasks and projects in a fast-paced, entrepreneurial environment.

This is a full-time position is located in Washington, DC.

RESPONSIBILITIES:

- Provide general administrative support to CEO including calendar management, organizing meetings, travel administration and expense reporting, preparing presentations and other meeting materials'
- Handle sensitive and confidential information with tact, diplomacy, discretion and judgment
- Facilitates onsite and offsite meetings and events for internal company meetings, Board of Directors, external vendors and visitors; assist with agendas and itineraries
- Prepare confidentiality agreements, distribution agreements, and other standard business documents
- Prepare presentations for the Board of Directors meetings and other highly visible meetings
- Administer projects including setting meeting agendas per project plan, measuring task progression and completion, and preparing reports
- Compose memos, documents, spreadsheets, presentations and other correspondence
- invoice processing
- Perform other tasks as requested by the CEO and/or executive leadership

SKILLS & EXPERIENCE:

- Bachelor's Degree in Business Administration, the life sciences or equivalent preferred
- 5+ years of experience supporting Executives in global, publicly traded organizations
- Strong interpersonal skills and the ability to build constructive relationships with stakeholders, including executive leadership, board members and external partners
- Strong proficiency with Microsoft Office Suite, specifically Word, Excel, PowerPoint and Outlook.
- Strong proficiency with G suite, Mac, PC
- Strong organizational skills; able to manage multiple priorities and perform well in a fast-paced and time-sensitive environment with accuracy and attention to detail
- Excellent verbal and written communication skills
- Ability to maintain confidential information

Benefits:

- 401(k), 401(k) matching
- Dental insurance
- Disability insurance
- Vision insurance
- Health insurance, health savings account
- Parental leave
- Professional development assistance