

Executive Assistant

Purohit Navigation is looking for an energetic and motivated professional to support the President of the company. This is an exciting role for someone who enjoys wearing multiple hats and has experience supporting senior level management. The successful candidate will be able to work independently with minimal supervision, while acting as the right arm to the President.

The Position:

- Calendar/Schedule management for the President, including scheduling meetings and events and providing daily and weekly calendars
- Coordinating travel arrangements for the President and designated senior account staff and organizing dinner reservations/client arrangements for clients
- Ensuring that the filing system (electronic and paper) is current and organized
- Preparing power point decks, client presentations, client proposals and excel spreadsheets as requested
- Developing positive relationships with the client's administrative assistants
- Facilitating social activity planning (for clients) including sourcing restaurants, client gifts, etc. both locally and in various states maintaining a database for all restaurants by location and recommendations
- Follows up phone calls, letters, faxes with outside resources
- Reconciling American Express bills, preparing expense reports and time sheets

The Person:

- 3+ years of relevant administrative experience
- College degree
- Proficiency in Microsoft Office Suite (e.g., Excel, Outlook, PowerPoint, Word)
- Excellent communication, organizational and interpersonal skills
- Must be able to work and communicate with all levels in the organization
- Must be able to work autonomously with clients, their administrative assistants and vendors
- Working knowledge of office equipment
- Ability to maintain confidentiality

Preferred

- Working knowledge of Mac

As Navigators, we're committed to a high level of quality and innovation. We share these core values:

- **Passion for work** at all levels
- **High-quality work** that is strategically grounded

- **Superior level** of client service
- Culture of **trust, empowerment, and commitment**
- **Collaborative and team-oriented** spirit (no ego)

If you meet our qualifications, share our firm's values, and want to be considered for this opportunity, please send your resume to hr@purohitnavigation.com and refer to **EA**.

Purohit Navigation offers an excellent benefits package that includes medical insurance, a 401(k) plan, company-paid employee dental and vision coverage, short-term and long-term disability, and life insurance coverage.

And, as a woman- and minority-owned firm, we are committed to fostering an inclusive workplace. In fact, we are the first recipient of the MM&M "Diversity and Inclusion Champion" award for "the best commitment to diversity and inclusion."

Purohit Navigation (www.purohitnavigation.com) is a unique full-service healthcare strategy and marketing firm. For nearly 35 years, the firm has combined groundbreaking insights with strong creative expertise to achieve behavioral change. Current and former clients include companies in the pharmaceutical (including genetic and rare diseases), diagnostic (molecular and plated media), medical device, hospital product, and disease awareness areas, giving Purohit Navigation extensive experience with more than 200 brands in 60 therapeutic areas.