

## JOB DESCRIPTION

Job Title	Department/Division	Date Written
Administrative Assistant	HQ	Updated 5.31.17
Manager Name	Manager Title	FLSA Status
Aldo Donati	President, Fidia	Exempt ✓ Non-exempt
Position Purpose or Objective		
<p>Administrative Assistant will interact with a diverse group of senior management, external customers and visitors as well as internal contact at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload.</p>		
Major Areas of Responsibility		
<ul style="list-style-type: none"> <li>• Support President of Fidia US as well as the CFO               <ul style="list-style-type: none"> <li>○ Schedule and organizes complex activities such as meetings, travel conferences and department activities</li> <li>○ Assist/prepare weekly/monthly reports.</li> <li>○ Assist with the development of presentations to include creation of slide decks.</li> <li>○ Back-up to sales operations as it relates to customer orders/process.</li> <li>○ Interact with Fidia Commercial clients, partners, businesses associates as required</li> </ul> </li> <li>• Develop and maintain files for these departments including agreements and contracts</li> <li>• Assist HR / IT with shipment of all new hire materials and equipment (Lap top, iPhone, etc.) and handle all fleet / logistics related issues</li> <li>• Assist HR with background check requests, posting job descriptions</li> <li>• Prepare letters to customers as assigned</li> <li>• Receive daily mail/packages and deliver to appropriate parties</li> <li>• Answer the main number</li> <li>• Answer doorbell/greet and escort visitors</li> <li>• Stamps all outgoing mail and handles all Fedex requests</li> <li>• Responsible for ordering all office and kitchen supplies</li> <li>• Other assignments and task as assigned</li> </ul>		
Required Knowledge, Skills and Abilities		
<ul style="list-style-type: none"> <li>• Must have knowledge of office administrative procedures and knowledge of use and operation of standard office equipment</li> <li>• Must have advanced skills in Microsoft applications</li> <li>• Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy</li> <li>• Work requires continual attention to detail in composing, typing and establishing priorities and meeting deadlines. Filing skills for both computer (soft copy files) and office (hard copy files)</li> <li>• Excellent interpersonal skills and ability to establish and maintain effective working relationships with both internal and external stakeholders</li> <li>• Experience developing and creating formal presentations; advanced presentation skills, advanced computer skills</li> <li>• Excellent verbal and written communication skills</li> </ul>		

<ul style="list-style-type: none"><li>• Self-directed</li></ul>
Education and Experience
<ul style="list-style-type: none"><li>• BA or BS required degree preferred</li><li>• At least 3 years of Administrative Assistant required, preferred in the pharmaceutical or medical device industry</li><li>• Bilingual in Italian is preferred</li></ul>
Physical Demands
<ul style="list-style-type: none"><li>• This position requires the employee to routinely use a computer and telephone.</li><li>• The employee is routinely required to lift 25 lbs.</li></ul>
Work Environment
<ul style="list-style-type: none"><li>• General office environment</li></ul>

*Fidia Pharma USA Inc. is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.*