

Executive Assistant

Do you want to be part of building a fully integrated biopharmaceutical company together with a team of highly skilled colleagues who are passionate about developing best-in-class therapeutics that address significant unmet medical needs? Then Ascendis Pharma is committed to support your personal development on our journey towards becoming a leading biopharmaceutical company.

Ascendis Pharma is looking to hire an experienced Executive Assistant who will be an important and visible member of the oncology team at our new site in Redwood City. This is an exciting opportunity to join a rapidly growing, innovative company!

Position Summary

The Executive Assistant is an experienced individual contributor who has experience supporting Executive level leadership, works under supervision of more experienced colleagues within the same technical or support area, or under close supervision of the supported staff. Supports professionals in their functions by solving tasks.

Key Responsibilities

- Schedules and coordinates executive meetings, conference calls, training and other special events, logistics, technical/audio requirements, catering etc.
- Arranges domestic and international travel, which may include developing itineraries and agendas, booking transportation and hotel arrangements
- Coordinates ordering and inventory of office supplies
- Prepares, tracks and ensures timely submission of expense reports.
- Creates PowerPoint presentations, including graphics and tables
- Assists with interview scheduling and coordination to ensure a smooth candidate experience.
- Serves a backup Executive Assistant as needed for other Executives
- Assists with PO process and creation of invoices

Knowledge, Skills and Experience

- Minimum of 5 years of experience
- Bachelor's degree preferred but not required
- Experience supporting executives in a fast-paced environment
- Ability to build trust with all stakeholders
- Strong analytical skills
- Dynamic and able to take on complete tasks swiftly and thoroughly with sophistication and professionalism even when scheduling conflicts occur
- Demonstrated proficiency with key tools including Outlook, Word, Excel and PowerPoint
- A high degree of professionalism and demonstrated ability to maintain confidentiality
- Great verbal and communication skills
- Able to work independently and with a team
- Highly organized, with an attention to detail



Want to apply? Please send your resume to US_jobs@ascendispharma.com . Please write “Executive Assistant” in the subject field.