

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 rare disease company.

Ascendis Pharma is looking to hire an Executive Assistant to manage and execute a variety of activities and confidential matters with discretion, professional polish, and interpersonal effectiveness. The role is based in Palo Alto and will report to the Head of Administration, US. This is an exciting opportunity to join a rapidly growing, innovative company!

Generic position description

The Executive Assistant is an experienced individual contributor who has experience supporting Executive level leadership. The Executive Assistant 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.

Responsibilities & Main tasks

- Schedules and coordinates executive meetings, conference calls, 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.
- Prepares, tracks and ensures timely submission of expense reports for CCO, CMO and their direct reports.
- Creates PowerPoint presentations, including graphics and tables
- Manages and archives SVPs reference materials
- Takes meeting minutes, sends deliverables to stakeholders
- Reviews data and performs analysis using pivot tables, v-lookups and formulas
- Assists with interview scheduling and coordination to ensure a smooth candidate experience.
- Serves a backup Administrative Assistant as needed for other Executives

Position specific requirements

- Ability to build trust with all stakeholders
- Team player who partners well with others
- Self-starter who can see what needs to be done and takes action
- Is able to create clarity out of ambiguity
- Highly organized, with an attention to detail
- 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 administrative 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
- Experience supporting Executives in a fast-paced environment



Want to apply? Please send your resume to HumanResources@ascendispharma.com. Please write "Finance Manager, Clinical Operations job description" in the subject field.