

Job Description – Envoy Medical

Executive Administrative Assistant

Work location: Mainly On-Site (with hybrid flexibility)

Job Summary

Envoy Medical has a fantastic role available for a high performing, collaborative, detail oriented Executive Administrative Assistant. This position is responsible for providing direct administrative support to the CEO and other senior leaders, as well as, general administration support for the company as needed. Candidate will have regular exposure to sensitive and confidential information requiring considerable use of diplomacy, discretion, and judgment.

Duties & Responsibilities:

- Support the CEO and other senior staff members with administrative activities including preparing communications, and meeting and conference scheduling to include on and offsite meetings, booking and coordination/setup of meeting rooms.
- Serve as the point of contact between Executives and those with whom they are meeting.
- General calendar management and coordination.
- Complete and submit expense reports.
- Manage information flow and communications between executives and other members of senior staff, internal and external constituents in a timely and accurate manner.
- Prepare, update, and maintain internal and external corporate records and documents as required. Demonstrates effective sensitivity in titles and names and superior usage of grammar, formatting and identifying and fixing errors.
- Maintain an organized, efficient and up-to-date filing system of paper and electronic documents and records.
- Develop effective professional relationships with internal and external stakeholders and organizations, including the company's executive leadership team.
- Performs a wide range of clerical duties.
- Uphold and maintain a strict level of confidentiality, discretion, and secure working environment, having an awareness for the sensitivity of communications/materials/meetings/etc. to which they will coordinate and have access.
- Coordinate and manage travel, book air, hotel and transportation arrangements in accordance with company's policies and procedures.
- Provide administrative support for the company as needed.
- Other duties as assigned.

Position Requirements:

- Bachelor's degree or equivalent education and experience.
- Minimum of 5 years administrative support experience supporting executives and senior leaders.
- Demonstrated proficiency with Microsoft Office Suite, especially Word, PowerPoint, Excel.
- Excellent communications skills (both written and verbal).
- Ability to work independently and to prioritize activities and workload.
- Exceptional attention to detail.
- Highly collaborative team player.

Position Preferences:

- Experience in the medical device industry

Physical Job Requirements:

The physical demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Significant Work Activities: Continuous sitting for prolonged periods, Keyboard use (greater or equal to 75% of the workday)

Location: Twin Cities Metro Area

Travel: Yes, <10% of the time