

## Executive Assistant

### About AARDEX Group

We are AARDEX Group, an industry leading SaaS company that's been challenging the status quo in medication adherence management in clinical trials since 1984. Our goal is to empower clinical research teams with real-time medication adherence intelligence to support earlier interventions for patients that need additional support with their dosing regimen.

Measuring medication adherence (whether patients are following the prescribed dosing regimen) in clinical trials is essential as poor adherence can lead to underestimations of drug efficacy and even drain study power to the point of failure.

AARDEX Group addresses the issue with the help of digital medication adherence packaging and devices coupled with real-time medication adherence software for researchers and user-friendly apps for patients.

### Life at AARDEX Group

We invest in the personal and professional growth of every member of our team because we believe growth leads to both business impact and personal fulfilment. Our team is at the heart of everything that we do, and by taking a proactive approach to support, we have created an inclusive and caring culture that enables our people to thrive.

### What You Will Be Doing

As an Executive Assistant, you will perform advanced, diversified, confidential and administrative duties requiring broad comprehensive experience, skill and knowledge of organization policies and practices, and lots of adaptability. You will support all the departments transversally based on requests or by taking on various substantive tasks that have an impact on the proper operation of the departments.

*Day-to-day duties will include:*

- Supporting administrative tasks such as travel arrangements, mails and packages, and appointments.
- Communicating internally on various informal or formal subjects (company leisure/mandatory activities, important meetings, departure and arrival of people...).
- Preparing (templates of) correspondence, memoranda, reports, etc, and proofreading reports, PowerPoint presentations, official documents for spelling and layout.
- Helping to maintain the filing system of working documents.
- Monitoring, collecting and tracking grants, NDAs with partners or clients, statements of claim, and reports.
- Screening telephone calls to resolve various inquiries.
- Supervising and welcoming the arrival of visitors, new employees or interns.
- Negotiating and placing orders for external products and services on Department Manager and CEO's request as well as collecting and controlling suppliers' invoices.
- Encoding bank payments that will be signed by the CEO.
- Supervising, planning and sending invoices to customers as well as managing payment reminder.
- Supporting document exchanges with our accountants.
- Calculating sales commissions for independent sellers and collecting employee's expenses to submit them to the CEO for validation.
- Maintaining contact on various subjects with HR, i.e. recruitment interviews, company cars, payroll...
- Support the Sales team in writing offers for our Premium customers

## **Experience, Certifications, and Competencies Required for the Role**

- At least bachelor degree
- Fluent in English and French, both written and verbal
- Proficient with MS Office Applications: Word, Excel, Outlook, PPT
- Experience working in office administration

## **Ideal Candidate**

- Has good oral and written communication skills in English and in general
- Exercises a high degree of discretion
- Has exceptional organization and time management skills, i.e. can plan, organize and respect deadlines
- Can collaborate to work with multidisciplinary teams
- Is capable of multitasking and mostly results oriented
- Is autonomous in problem solving and decision making
- Has work ethics, self-discipline and analytical skills

Want to help us shape the future of medication adherence management?

Send your resume along with a covering letter detailing why this is the job for you to [job@ardexgroup.com](mailto:job@ardexgroup.com)