



STAMFORD
PHARMACEUTICALS INC

Administrative Assistant Template

Stamford Pharmaceuticals, Inc, located in Austin, Texas is seeking to add an Administrative Assistant to our team. The ideal candidate will be extremely detail oriented, resourceful, enthusiastic, and able to multitask.

Core responsibilities

- Help manage administrative tasks for three executives
- Handle requests and queries appropriately
- Arrange meetings and appointments
- Arrange travel arrangements using for employees and incoming client visits as needed
- Monitor office and kitchen supplies and research advantageous deals or suppliers
- Produce reports, presentations, and briefs as directed
- Assist with media and corporate out-reach and releases to public and key stakeholders

Qualifications/Skills

- Minimum of 2 experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Excellent planning and time management skills
- Experienced with standard office software and applications (Microsoft Office, Zoom)
- Excellent verbal, written and interpersonal skills
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Work Environment:

- Stamford is a rapid growth, fast paced small organization. The ability to be productive and successful in an intense work environment is critical. Willingness and ability to travel domestically and internationally is required, it is anticipated that this will be less than 20% of work time. The above job description is not intended to be an all-inclusive list of duties and standards of the position.

-ENDS-

Stamford Pharmaceuticals Inc.
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USA