

CLOSED - Executive assistant for the CEO at Xellia Pharmaceuticals

Are you ready to make a difference and play a crucial role in an organization dedicated to saving lives? Are you the person who cares about making our CEO's everyday life work, and have you done it before?

We are a reputable pharmaceutical company with global headquarters in Copenhagen, driven by the noble purpose of saving lives through innovative critical care and anti-infective therapies. As we continue our mission to create innovative development and state-of-the-art manufacturing, we are seeking an exceptional executive assistant to support our new CEO.

We are looking for a firm people person—a person with a big heart who genuinely cares about others but at the same time has a strong sense of responsibility, who is firm, unshakable, and not easily knocked off balance.

The role and impact

As an Executive Assistant for the CEO, you will be at the heart of our executive leadership team, ensuring the smooth functioning of our CEO and facilitating essential administrative processes and personal assistance.

Your responsibilities will be impactful, ranging from managing the CEO's busy calendar and travel arrangements, including hotel bookings, to coordinating vital interactions with our Board of Directors and executive committee. Your exceptional organizational skills and keen attention to detail will be pivotal in arranging seamless travel plans and compiling essential documents for crucial meetings.

Specifically, some of your responsibilities would be:

- Assist the CEO with daily administrative duties and complete a broad variety of administrative tasks that include managing an active calendar of appointments; completing monthly expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings
- Serve as the CEO's administrative liaison to the Board of Directors and manages Board activities, which include coordinating Board meetings and all the associated administrative tasks

What you bring

You are an experienced executive assistant who bring:

- Superb organizational skills, an excellent attention to detail, and as a commercial acumen, you adeptly handle and prioritize multiple, complex tasks in a fast-paced environment. Your action-oriented problem solver attitude ensures you drive your tasks to successful outcomes
- A positive, optimistic and curiosity personality. Your proven skills in building strong relationships with both internal and external stakeholders allow you to understand the pulse of the company. With excellent verbal communication, you foster collaborative 'business partner' relationships with executives and colleagues throughout the organization
- A degree possibly within Linguistics, Languages, Economics or Business Administration
- Exceptional proficiency in both written and spoken English
- 5+ years' experience as an Executive Assistant for senior leaders in a bigger global organization

We are seeking a candidate who possesses not only the qualifications and skills outlined above but also a genuine desire to learn, embrace challenges with enthusiasm, and find joy in their work while having fun and a busy schedule.

Contact and application

Please contact Christoffer Bjørk Pedersen (+45 2080 1638) from European Search Company who carries out this recruitment if you have any questions regarding the position.

Please apply for this position using the apply button below.

About Xellia

Xellia is a global leader in providing critical care therapies and anti-infective treatments against

serious and often life-threatening infections; ranging from active pharmaceutical ingredients (APIs) to drug products (FDFs) and from generics to specialty pharmaceuticals. Customers depend on us for reliable supply and consistent quality and to exemplify responsible manufacturing, production and research and development which promote long-term sustainability. Xellia is committed to conducting business responsibly, and we continuously strive to reduce our impact on the environment in our value chain and to develop and maintain ethical supplier relationships. Headquartered in Copenhagen, Denmark, and owned by Novo Holdings A/S, Xellia Pharmaceuticals has more than 1800 employees globally. Xellia has state-of-the-art manufacturing sites in the U.S., China, Denmark and Hungary, R&D sites in Norway and Croatia and commercial operations across Europe, Asia, the Middle East and North America. As a truly international company, we benefit from a diverse and multicultural workforce. At Xellia, we believe in the freedom to be yourself and bringing your whole identity to work.

Xellia Pharmaceuticals' strong market position is built on 120 years of pharmaceutical industry experience. With the patient in focus, Xellia is building a pipeline of value-added critical care therapies which aim to enhance patient care by providing convenience and ease of use for healthcare professionals.