

CLOSED - Executive Management Assistant at Xellia Pharmaceuticals

THE POSITION IS CLOSED AND DO NOT ACCEPT APPLICATIONS NO LONGER

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 your executives 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 for an exceptional executive assistant to our Chief Operations Officer, Chief People & Culture Officer and Chief Transformation Officer.

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 our 3 Executive Committee members, you will be at the heart of our executive leadership team, ensuring the smooth functioning for them and facilitating essential administrative processes and personal assistance.

Your responsibilities will be impactful, ranging from managing busy calendars and travel arrangements, including hotel bookings, to coordinating vital interactions with your Executives team. 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 executives with daily administrative duties and complete a broad variety of administrative tasks that include managing active calendars of appointments; completing monthly expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings
- Take part in your executives' management meetings, when possible. You will coordinate the management meetings and all the associated administrative tasks
- Coordinate management offsites and other events

You will spend 50% of your time assisting the Chief Operations Officer, and 25% of your time to respectively the Chief People & Culture Officer and the Chief Transformation Officer. If it comes to a hard priority of your time, the Chief Operations Officer will be your main priority.

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
- 2-3 years' experience as an Executive Assistant for senior leaders in a bigger global organization and preferable experience assisting more than one senior leader at the time.

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 CEO Brian Ranvits (+45 20480548) or Partner 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 Pharmaceuticals

Xellia Pharmaceuticals is a specialty pharmaceutical company and a global leader in providing anti-infective treatments and other critical care therapies for serious and often life-threatening conditions. Xellia has an extensive heritage in developing, manufacturing, and commercializing anti-infective products.

Headquartered in Copenhagen, Denmark, and owned by Novo Holdings A/S, Xellia Pharmaceuticals has more than 1400 employees globally, including state-of-the-art manufacturing sites in China, Denmark, and Hungary. Our strong market position is built on more than 120 years of pharmaceutical industry experience.

Further information about Xellia can be found at: www.xellia.com