



CHELSEA
THERAPEUTICS

Job Title: Senior Administrative Assistant, Sales & Marketing

Date: November 2010

FLSA Exemption Status: Non-Exempt

General Summary: Manages a variety of administrative and general office activities supporting the VP Marketing and Sales and his staff.

Principle Duties & Responsibilities:

Performs administrative duties for the VP Marketing and Sales and his staff.

- Maintains knowledge of corporate policies and practices and has access to confidential information.
- Analyzes and organizes general office operations and procedures such as record keeping, information management, filing systems, requisition of supplies, and other administrative services.
- Coordinates meetings, maintains calendars, and makes travel arrangements.
- Interacts with complex and often times confidential business contacts as well as external and internal people of all levels.
- Maximizes office productivity through proficient use of appropriate software applications.
- Performs other duties as assigned.

Education and Work Experience:

High school education or equivalent required; some college preferred. Typically requires 4 to 6 years of administrative experience. Pharma industry Sales and Marketing experience required. Notary Public license in North Carolina preferred.

Specialized Knowledge and Skills:

Excellent grammatical, spelling and related communications skills; good oral and written communication skills general. Gathers and analyzes information skillfully, identifies and resolves problems in a timely manner, responds promptly to business needs, maintains confidentiality, able to take initiative and use independent judgment, balances team and individual responsibilities.

Equipment and Applications:

Solid computer competence; proficiency with Microsoft Office including good PowerPoint skills.

Work Environment and Physical Demands:

General office environment. No special physical demands required.

Disclaimer:

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.