



CONTACT

 www.fennecpharma.com

 resumes@fennecpharma.com

 United States

Are you a motivated and results-driven professional?

Do you thrive in entrepreneurial environments?

Are you ready to be part of a high-performing team that addresses significant unmet patient needs?

Apply to join Fennec and be a part of our important mission for patients and healthcare professionals!

 **Apply Now!**



EXECUTIVE ADMINISTRATIVE ASSISTANT

ABOUT FENNEC

Fennec Pharmaceuticals Inc. is a specialty pharmaceutical company focused on the development and commercialization of PEDMARK® to reduce the risk of platinum-induced ototoxicity in pediatric patients. PEDMARK® received FDA approval in September 2022. European Commission approval was received in June 2023, and U.K. approval in October 2023 under the brand name PEDMARQSI®. PEDMARK has received Orphan Drug Exclusivity in the U.S. and PEDMARQSI has received Pediatric Use Marketing Authorization in Europe which includes eight years plus two years of data and market protection.

Fennec employees are expected to embrace diversity and be able to work with internal cross-functional colleagues as well as external partners from a variety of backgrounds and experiences. Additionally, the successful candidate must demonstrate excellence in integrity and compliance with all interactions and adherence to corporate and industry guidelines. Fennec offers a fun, friendly, and industry competitive environment.

POSITION SUMMARY

The Executive Assistant plays a critical role on the team, reporting to the CEO and providing dedicated support to the Senior Leadership Team (SLT) as well provide support for their function as a whole. Within established guidelines, make independent decisions regarding planning, organizing and scheduling work. Collect, compile and analyze relatively complex data and information. Compose straightforward written descriptions/summaries of results.

All applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability or protected veteran status

RESPONSIBILITIES

- Manage Senior Leaderships calendar Monitors and prioritizes executives outlook, highlights actions and routinely authors responses.
- Manage and coordinate heavy travel schedules
- Support in company meeting slides to include but not limited to organization and coordination across different functions for slide development.
- Coordinate meetings and conference calls, including venues, transportation, food, materials preparation and meeting notes transcription.
- Exercise discretion and independent judgment in analyzing and summarizing complex information requests/reports and determining complex trends.



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About

 [Cisplatin-Induced
Hearing Loss](#)

 [Family Stories](#)

 [PEDMARK](#)
(sodium thiosulfate)



OUR NAME

We proudly take our name from the fennec fox, a distinctively large-eared canine that is the smallest of all fox species. Fennec foxes roam the sandy Sahara and greater North African region. Their characteristic ears serve a dual purpose: they are sensitive enough to hear prey underground and also help dissipate the hot desert heat.

Children undergoing chemotherapy are going through an extraordinarily challenging time, and the loss of hearing only compounds the difficulty. Fennec Pharma, named after that resourceful and determined fennec fox, is committed to helping children at risk of hearing loss due to ototoxicity.

RESPONSIBILITIES (continued)

- Assist at Executive meetings as requested or needed.
- Coordinates and maintains departmental files, as assigned, in compliance with corporate and legal guidelines.
- Uses intermediate to advanced software skills to perform assigned work. Uses and understands Microsoft Office Suite and other business-specific software, including Corporate Travel website and other programs.
- Consistently handles confidential or business-sensitive information.
- Proactively identifies and resolves scheduling conflicts.

QUALIFICATIONS

- HS Diploma required; Associates' degree or professional certification preferred
- 4+ years of experience at Executive Assistant or Sr. Executive Assistant level
- Excellent written, verbal and interpersonal communication skills and ability to interact with senior leadership internally and externally
- Exceptional Outlook calendar management/scheduling skills
- Exceptional knowledge of Powerpoint, Word, Excel, Outlook and computers/systems
- Exceptional knowledge of Teams and video conferencing. Adjusts with new technology and shifts in business strategy.
- Excellent organization and project management skills; Identify new solutions to complex problems. Understand available resources and deliver on short notice.
- Experience working with internal/external business partners
- Must possess outstanding critical thinking skills, exercise sound business judgment; results and solutions oriented supporting a fast-paced frequently changing environment; ability to work independently and identify proactive solutions to sophisticated situations (especially when dealing with ambiguity); Quickly and decisively takes action in fast-changing, unpredictable situations.
- Demonstrate exceptional anticipation skills, ability to grasp the big picture yet track operational detail.

COMPENSATION AND BENEFITS SUMMARY

We understand compensation is an important factor as you consider the next step in your career. Below is an overview of the compensation and benefits offerings.

Base salary range: \$65,000-\$100,000

The estimated salary range reflects an anticipated range for this position. The actual base salary offered may depend on a variety of factors, including the qualifications of the individual applicant for the position, years of relevant experience, specific and unique skills, level of education attained, certifications or other professional licenses held.

Employees may be eligible to participate in medical, dental, vision insurance, a 401(k) plan, short-term and long-term disability coverage, basic life insurance, company holidays, vacation, cell phone and WiFi reimbursement, a bonus, and stock options.