



Code: 2530

Title: Administrative Assistant

Location: Northridge, Ca

Department: Operations

Description: The Administrative Assistant will be responsible for supporting Senior Vice President of Operations by developing, planning, overseeing and documenting all aspects of various projects and see them through to completion. Provides analytical and specialized administrative support to relieve and assist executive, administrative, line and staff managers of complex details and advanced administrative duties. May handle special projects and execute research and data analysis tasks. Analyzes problems, determines approach, compiles and analyzes data and prepares reports and recommendations. Coordinates activities between departments and outside parties. Contacts company employees at all organizational levels to gather information and prepare reports. Work is generally of a critical or confidential nature. Assignments may be in various functional areas.

Responsibilities:

- Works closely with staff and management to ensure that the scope and direction of each project is well planned, on budget and scheduled to meet business needs, as well as work with other departments for support
- Provides administrative support and guidance on project execution and completion
- Oversees all the activities of each member on the project team and ensures their tasks are completed on time and proactively addresses any setbacks in a timely manner
- Responsible for the flow of information to the team regarding the project
- Suggests strategies and ideas for achieving project goals
- Keeps accurate up to date records and meeting notes for the project
- Schedules regular meetings with project team members
- Plans, commences, executes, supervises and rounds up assignments related to the project
- Provides regular updates to management regarding the project
- Assists production deviations, the performance of root cause investigations, and the generation of CAPAs.
- Addresses product related complaints as needed.
- Assists in the timely completion and closure of quality event documentation.
- Will participate in conference calls with clients to help manage projects
- Responsible for basic knowledge and understanding of manufacturing of Bioresearch products and execution of Bioresearch services, following SOP's.

Supervisory Responsibilities This position has no direct supervisory responsibility

**Requirements:**

- Discretion in HIPPA information, confidential and sensitive matters
- Highly motivated, self-starter with excellent oral and written communication skills
- Strong organizational skills and the ability to multi-task
- Proficient in analyzing and solving problems related to projects
- Excellent Customer Service and Focus (internal and external customers)
- Able to reprioritize and adapt to change with ease
- Ability to be proactive and independent, as well as strong ability to give attention to details
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Education, Experience and Licensure

- Candidate must have a high school diploma or GED with 3-5 years of relevant experience.
Experience working in a scientific, production workflow environment is highly desirable.

Pay Range: BOE

Posted Date: 2/1/2019

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