

## **Executive Admin positions (Raleigh NC) - Healthcare Industry**

Adivo Associates is an international consulting firm with eleven worldwide locations.

Industry segments that Adivo serves include Fortune 500 Biopharmaceutical, Medical Device, Healthcare IT, Imaging and Diagnostic companies as well as financial service companies that invest in these industry segments.

### **Adivo knows markets.**

All work at Adivo begins with our deep understanding of global and local markets, market segments and channels as well as customer segments and behaviors. From that basis, we identify unmet needs, size opportunities and assist our clients in addressing these through innovation and product development. Our engagements include corporate planning and strategy, innovation and design consulting, M&A and licensing due diligence, asset screens and product portfolio analytics. We have broad and deep expertise in market assessments, market entry/access strategies, competitive intelligence, pricing and reimbursement, and marketing communication support for product development and launch environments.

### **Job description**

As an Executive Admin with Adivo Associates you will be part of multi-national consulting agency for the healthcare industry and attend the firms Managing Director and Principal support functions:

- Manage scheduling of international client and internal meetings
- Work closely with Managing Directors and Principals of the firm
- Manage travel and reimbursement (this role may require limited domestic and international travel)
- Support Adivo's client services (client facing)
- Manage Adivo's support databases (data entry and organization)
- Support client facing and internal/external events

### **Your background**

- A minimum 2 years of demonstrable work experience as an administrator within the professional services industry.
- Flexibility to work within a multi-cultural interdisciplinary team across various time zones.
- Must be fluent in English and preferably speak one or more foreign languages.
- Self-motivated with exceptional organizational skills

### **Adivo offers:**

- Position to begin as a part-time (20 hours/week) position on a Contract basis but is planned to convert into a full-time position within 6 months.
- Competitive base salary with outstanding bonus program.

# ADIVO ASSOCIATES

- Dynamic and multicultural work environment

Please submit your resume/CV to: [HR-USA@AdivoAssociates.com](mailto:HR-USA@AdivoAssociates.com)

Adivo is an equal opportunity employer.