

ReCor Medical

Ultrasound Denervation Therapies

Executive Admin

Department: G&A

Reporting to: CEO

Location: Palo Alto, CA

About ReCor Medical

ReCor Medical, headquartered in Palo Alto, CA, is an innovative medical technology company focused on transforming the management of hypertension, the leading cardiovascular risk factor in the world. ReCor has pioneered the innovative, minimally invasive use of ultrasound in renal denervation to lower blood pressure in patients with hypertension. The company is focused on investing in high quality product development efforts, as well as rigorous clinical studies to create a strong foundation for future clinical adoption.

ReCor Medical is a wholly-owned subsidiary of Otsuka Medical Devices Co., Ltd. Otsuka Medical Devices focuses on the global development and commercialization of endovascular therapies that provide new therapeutic options in areas where patient needs cannot be met through pharmaceutical treatment. Otsuka Medical Devices Co., Ltd. is a subsidiary of Otsuka Holdings Co., Ltd., a leading global healthcare group listed on the Tokyo Stock Exchange (JP 4578). With operations in pharmaceuticals, nutraceuticals, medical devices and other health-related businesses, the group generated worldwide sales of app. US\$13 billion in the fiscal year ended December 2019 and has a market capitalization of app. US\$25 billion.

<http://www.ond.otsuka.com/en/> <http://www.otsuka.com/en/>

Position Summary

The Executive Assistant (EA) reports directly to the President & CEO of ReCor. The EA will provide a full range of administrative support to leverage and maximize the CEO's productivity. The EA is primarily responsible for the organization, prioritization and overall management of the CEO's dynamic meeting and travel schedule. The EA will serve as a liaison between internal and external customers, executive management, and outside organizations. This position will be an integral partner to help the CEO effectively scale the company.

This position requires an experienced, confident, intellectually curious, tech-savvy, confidential, and accountable executive administrator who is a strong team player. This EA is comfortable working at a fast pace, in an informal – and at times irreverent - people-oriented environment, with high attention to detail, process, and quality, and is inspired to participate in a medical/scientific company whose mission is to help fill a significant global unmet medical need: high blood pressure.

Responsibilities and Duties

Communications and Administrative Projects

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- Serve as the administrator for the company - take charge of the corporate calendar of events which include scheduling for performance and salary reviews; mid-year long-term incentive planning, operating planning, etc.
- Work closely with the CEO on his to-do lists and help him execute on priorities.
- Review and prioritize the CEO's 100 emails/day. Flag the most important items for his attention. Respond as appropriate, re-route or file in appropriate folders.
- Assist with the performance review cycle. Ensure everyone has their performance review forms and submits them in a timely manner.
- Serve as liaison with the executive team; assist with internal and external communications

Calendar / Meeting Management

- Proactively schedule and plan all weekly, monthly and management meetings
- Attend weekly team meetings to keep apprised of projects, priorities and follow up on assigned action items.
- Make travel and hotel arrangements, register for conferences
- Assist in the assembly of appropriate materials to prepare the CEO for his meetings; distribute materials, follow-up on outstanding items, compile briefing documents, etc.

Travel Management

- The EA plans and coordinates all logistical aspects of the CEO's travel arrangements (ground and air transportation services, hotel and restaurant reservations). Prepare a detailed itinerary for his trips.
- Process expense reports

Requirements

- Bachelor's degree and minimum 5(+) years of Executive support; with direct CEO support experience
- Prior experience supporting a senior executive in a fast-growth tech start-up, biotech or medical device environment
- Prior experience working for a senior executive in a global company with knowledge of scheduling meetings and travel in different time zones

Equal Employment Opportunity

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.

E-mail resume to HR: Careers@recormedical.com