

ReCor Medical

Ultrasound Denervation Therapies

Administrative Assistant

Department: Scientific Affairs

Reporting to: VP, Scientific Affairs

Location: Palo Alto, CA

Workplace Type: Hybrid

About ReCor Medical

At ReCor Medical, we are pioneering Ultrasound Renal Denervation (uRDN) therapy to treat hypertension, the leading cardiovascular risk factor in the world. With our Paradise™ uRDN System, we're on a mission to provide the millions of people who suffer from hypertension with a non-drug and minimally invasive option to lower their blood pressure. Join us on our journey and make a meaningful impact on the lives of people around the globe.

Position Summary

The Administrative Assistant role will be responsible for providing general departmental administrative support to the Scientific Affairs and Global Marketing teams, reporting to the VP of Scientific Affairs. The role may be responsible for supporting functions including but not limited to service provider and vendor management; purchase order process; invoicing and contracts; printing; shipping; coordinating meetings and events, liaison between internal and external customers, executive management, and outside organizations. Responsible for booking travel & expense reporting.

This position requires an experienced, confident, intellectually curious, tech-savvy, confidential, and accountable Administrative Assistant who is a strong team player. This administrative assistant is comfortable working at a fast pace, with high attention to detail, process, and quality.

Responsibilities and Duties

- Contract processing, including liaison with legal and finance
- Working closely with finance on processing Purchase Orders, submitting invoices to Accounting Department and following up on payments
- Maintain and update shared calendar
- Assist with creating PowerPoint presentations
- Assist in updating the department newsletter/website
- Coordinate and schedule internal and external meetings and events
- Provide general administrative/project support
- Facilitate agreements and legal review for speaker engagement
- Arrange travel and accommodations for physicians and speakers
- Coordinate case support and product availability for Investigator Sponsored Research
- Provide general support to team and visitors
- Submit expense reports as needed

Requirements

- Bachelor's degree and minimum 3(+) years of administrative support
- Prior experience supporting a team in tech, biotech or medical device environment
- Proficiency with the Microsoft 365 suite including Word, Excel, PowerPoint and Teams
- Experience with Concur or similar expense reporting systems is desirable

Salary range: \$86K - \$100K (Commensurate with experience, skills, education and training)

COVID-19 vaccination requirements

At ReCor Medical, we care, we collaborate, we challenge, and we create. Pursuant to these core values, we are focused on the health and safety of our employees, as well as the teamwork essential for innovation of our pioneering technology.

COVID19 vaccines are required for all ReCor US office employees effective June 10, 2021, as well as all new US office employees joining our company. Fully vaccinated persons are those who are ≥ 14 days post-completion of the recommended series of an FDA-authorized COVID-19 vaccine.

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