

Certified...

- + ISO 13485:2016
- + Medical Device Single Audit Program (MDSAP)
- + Women's Business Enterprise (WBE)
- + Women-Owned Small Business (WOSB)

Position Title: Clinical Education Leader & Executive Assistant
Status: Exempt
Reporting Structure: President

Job Description

The relevant experience required for a **Clinical Education Leader & Executive Assistant** (CEL) is a four-year business degree or significant experience working with sales representatives. The CEL must possess a working knowledge of business principles, schedule management, organizational styles and marketing practices. The CEL has the responsibility of supporting the regional sales distributors, President, and Director, R&D to move the company Up and Onward. The CEL must also assist to position Actuated Medical (AMI) as a company that Improves Patient Outcomes by developing Innovative Motion® Medical devices and providing clinical education to improve patient care. The CEL will also support the organization efficiency of the Business Office and assist other Team members when possible. This position has high potential for growth.

Essential Duties and Responsibilities

~70% Clinical Education Leader:

- + Work with AMI's President and project managers to develop product awareness documents to educate clinicians on health economics benefits of our products.
- + Support distributor sales representatives through coordination of supplies, documents, and inquiries.
- + Develop, film and edit educational videos.
- + Build executive team brand.
- + Develop and maintain the website.
- + Develop external educational documents: brochures, website materials, email documents in coordination with staff and outside vendors.
- + Responsible for customer database software program.
- + Responsible for email awareness and education documents.
- + Support the review and organization of clinical study data.
- + Support clinical users and answer questions or direct to relevant scientific/technical team member.
- + Develop clinical research, focus group questionnaires, plans, and procedures.
- + Work with the AMI Team in following leads, contacting clinical users, and surveying post-market surveillance.
- + Execute interactions with clinical users. Analyze clinical user data and report to AMI Team in written and/or verbal format.
- + Track relevant blog sites for AMI products.
- + Develop and maintain corporate LinkedIn and other social networking accounts.
- + Position AMI as a company that wants to improve patient outcomes with education and our devices.



- + Ensure company brand is consistently followed internally and externally.

~20 % Executive Assistant:

- + Support company Team members to improve efficiency and promoting corporate culture of “can do” attitude.
- + Organize and maintain the President’s calendar and coordinate travel.
- + Support the President on duties that enable the President to accomplish tasks to move the company Up and Onward.
- + Work with Director R&D to support proposal submissions and content development.
- + Proofread documents as requested.
- + Give honest, professional opinion on content, if requested.
- + Maintain the highest level of confidential information and only disclose on a need to know basis.
- + Respond to calls, requests, and specific needs.
- + Review, route, monitor, and answer incoming correspondence.
- + Support with HR to develop and promote employee retention programs.
- + Research and nominate awards for which AMI or Team Members are eligible (determine best colleague to submit the nomination if applicable).
- + Perform quality system audits as per schedule.
- + Attend conferences, seminars, and webinars. Determine how information affects AMI and report back to President.
- + Support in-house meetings/luncheons/events.
- + Organize internal and external events and conferences.

~10% Other Duties as Assigned:

- + Other tasks that meet the needs to grow AMI.
- + Travels as required.

Education/Experience

- + Desire to grow in an organization.
- + Four-year business degree, two year business degree with 1-3 years of relevant experience, or 4-6 years of direct experience.
- + Knowledge of CRM software.
- + Experience with digital marketing.
- + Web design
- + SEO optimization
- + Video filming and editing
- + Superior communication and attention to detail, both written and verbal.
- + High level of computer competencies, including Excel, Word, PowerPoint, and e-mail.
- + Experience with Adobe Creative Suite products a plus.
- + Time oriented and efficient work habits.



- + Team player, resourceful and conscientious, and professional.
- + Integrity, discretion, and respect for confidential information.
- + High level of independent work and exercise good judgment.
- + Embrace changing priorities and work effectively under pressure.
- + Superior management skills with ability to manage a major portion of the company's daily business issue.

Education, Requirements, and Credentials

Maintain necessary education, requirements and credentials to interact with customers, business partners and vendors both at AMI and in the healthcare setting.

Physical Demands

- + Capable of working in an office environment.
- + Capable of working in a manufacturing environment.
- + Capable of using proper PPE.

Driving

- + Capable of driving a motor vehicle as necessary for company related travel.

Exemption

This position is exempt under current applicable laws. See US Department of Labor and Pennsylvania Department of Labor, Fair Labor Standards Act (<http://www.dol.gov/compliance/laws/comp-flsa.htm>) and Pennsylvania Department of Labor and Industry (http://www.portal.state.pa.us/portal/server.pt/community/minimum_wage_law/10521) for information.