

Certified...

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

Position Title: Executive Coordinator
Status: Exempt
Reporting Structure: President

Job Description

Actuated Medical is a recognized medical device product innovator. Our President & CEO has been recognized for her entrepreneurial leadership nationally and internationally receiving the Life Sciences Pennsylvania 2020 CEO of the Year. We are seeking a talented, quick learner to directly support the President so that the President can continue to grow the company. The Executive Coordinator (EC) must have strong communication, organizational, time management and networking skills. The EC must be tech-savvy with proficiency at MS Office and social media platforms. The President works under pressure so the EC must be able to also work well under pressure and be able to find solutions in the heat of the moment while always maintaining a professional manner. The EC must be able to analyze data, recommend strategy and implement the strategy. A person with a 4-year technical, engineering, communication, or entrepreneurship degree is desired. This position has high potential for growth, potentially becoming Chief of Staff. Full time desired but depending on experience part time applicants may be considered.

Essential Duties and Responsibilities

- + Support the President on duties that enable the President to accomplish tasks to grow the company.
- + Organize and maintain President's schedule.
- + Respond to calls, requests, and specific needs.
- + Maintain and continually update company website.
- + Plan and lead external meetings as required.
- + Maintain and develop new content for company social media sites.
- + Develop blog posts and podcasts to promote the company's brand.
- + Analyze data, recommend, and lead social media strategy.
- + Responsible for customer database software program.
- + Assist team with customer inquiries and direct to appropriate team member.
- + Ensure company brand is consistently followed internally and externally.
- + Promote corporate culture of "can do" attitude.
- + Draft and 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.
- + Organize internal and external events and conferences.
- + Be the Point of Contact for the President when necessary.

~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 technical, engineering, communication, or entrepreneurship degree, two-year 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.
- + Quick learner.
- + 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.