



Santhera Pharmaceuticals (SIX: SANN) is a Swiss specialty pharmaceutical company focused on the development and commercialization of innovative medicines for rare neuromuscular and pulmonary diseases with high unmet medical need.

Santhera has an exclusive license for all indications worldwide to vamorolone, a first-in-class dissociative steroid with novel mode of action, which was investigated in a pivotal study in patients with DMD as an alternative to standard corticosteroids. The Company is planning for filing for approval with the US FDA in March 2022. The clinical stage pipeline also includes lonodelestat to treat cystic fibrosis (CF) and other neutrophilic pulmonary diseases. Santhera out-licensed rights to its first approved product, Raxone® (idebenone), outside North America and France for the treatment of Leber's hereditary optic neuropathy (LHON) to Chiesi Group.

To apply, please send your resume to [careersNAM@santhera.com](mailto:careersNAM@santhera.com)

For further information, please visit the company's website [www.santhera.com](http://www.santhera.com)

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as:

Position/Role	
<b>Job/Role Title: Executive Assistant, North America</b> <b>Business Unit: North America</b> <b>Function: Administration</b>	<b>Location: Burlington, MA</b>
Position/Role Summary	
<p>The Executive Assistant to the President of Santhera, North America (NA) is responsible for providing comprehensive day-to-day support to the President [and to the NA Leadership Team]. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The individual must be detail-oriented and have strong organizational skills. The role requires the ability to proactively build organizational knowledge and relationships to be successful. The role will also serve additional roles including backup to the Office Manager and also provide interview scheduling support for candidates to enable Santhera's rapid growth in the U.S.</p>	
Main Responsibilities / Accountabilities	
<ul style="list-style-type: none"> <li>• Provide calendar management for President, NA and members of the Leadership Team. Prioritize inquiries and requests while troubleshooting conflicts as well as make judgements and recommendations to ensure smooth day-to-day engagements.</li> <li>• Complete a broad variety of administrative tasks that facilitate the President's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.</li> </ul>	

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the President, NA; including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect the President's style and organization policy.
- Work closely with the President to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate needs in advance of meetings, conferences, etc.
- Coordinate all Leadership Team meetings and off-sites and assist with staff meetings and events as needed.
- Work with the Leadership Team to coordinate the President's outreach activities. Follow up on contacts made by the President to cultivate ongoing relationships.
- Assist on the production, refinement, and completion of reports, meeting minutes and documentation.
- Engage and partner with the broader administrative and operations team to identify best practices and opportunities for improvement.

#### Key Competencies: Knowledge, Skills and Abilities

- Exceptionally organized with keen attention to detail with the ability to shift focus and priorities when necessary, under pressure and within deadlines.
- Outstanding verbal and written communication skills; strong ability to inform and engage through written communications.
- Excellent interpersonal and relationship-building skills.
- Strong multi-tasking skills including exceptional organizational, time-management, and project management skills.

#### Qualifications and Experience Requirements

- Bachelor's degree preferred.
- 5+ years of executive support experience including supporting C-level executives. Biotech or pharma experience preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- High level of commitment, availability after hours and on weekends as needed to meet the needs of a North American business unit of a Switzerland-based Pharmaceuticals Company.
- Comprehension that priorities change resulting in the need to be adaptable, focused, and positive.
- A passion for serving patients and their unmet medical needs.