



Job Description – Executive Assistant

Reports To – One or more C-Suite Executives such as COO or CMO

Job Responsibilities

This position is responsible for providing administrative support to various Axonics teams for the purposes of facilitating efficient and organized operations of the team.

General Description and Duties:

To perform this job successfully, an individual must be able to perform each essential job task satisfactorily. The tasks listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creates and maintains company information, some of which could be confidential and must be kept confidential.
- Provides administrative support and organization to senior management, including but not limited to, presentation materials, filing, and mail.
- Maintains calendar(s) of member(s) of senior management.
- Coordinates meetings and arranges for accommodations and equipment, when needed.
- Coordinates and manages travel accommodations for member(s) of senior management.
- Assists with special projects which may include research, correspondence, putting information together in a manner that is easy to read and understand, etc.

Projects and Other Duties:

- Performs other duties as assigned.

Position Qualifications

- Excellent verbal and written communication skills
- Ability to meet deliverables under tight deadlines
- Familiar with using software programs for expense reporting and travel coordination such as Concur
- Organized with high attention to detail.
- Excellent time management and prioritization skills.
- Good with relationship management and openness to feedback.
- Skilled in the use of Microsoft office suite, especially Word, PowerPoint, Excel and Outlook.

Minimum Education:

- Bachelor's degree is preferred

Minimum Experience:

- 5 years in an administrative role
- Experience supporting a C-Suite executive
- Previous experience in the medical device industry is preferred