



Executive Assistant/ Office Manager

Monarch Medical Technologies is a small and growing venture-funded software and medical device company that helps improve the health and safety of patients being treated in hospitals. We are looking for a dynamic, motivated, curious and talented professional to serve as an Executive Assistant/Office Manager to learn the business, support the CEO and help run our South Side Charlotte Office.

Responsibilities:

- Perform confidential, complex and diverse administrative duties to CEO
- Make travel arrangements, maintain calendar, and coordinate appointments. Complete expense reports.
- Coordinate staff meetings, general meetings, conference calls, prepare agendas and publish minutes
- Prep documents and contracts requiring CEO's signature
- Provide support to management staff and field sales organization
- Prepare and analyze daily, weekly, and monthly sales reports
- Support HR with onboarding/exiting employees
- Order office supplies, bathroom supplies, and kitchen supplies
- Welcome all guests and visitors to the office
- Sign for package deliveries and collect/distribute daily mail
- Provide reporting from Salesforce CRM database as needed
- Other duties as assigned or requested

Desired Background:

- Bachelor's degree preferred
- Exceptional written and oral communication skills (Experience with presentation style writing, editing, and drafting internal publications)
- MS Office (Excel, Word, PowerPoint, Outlook)
- Ability to multi-task
- Highly organized and detail-oriented
- Experience with Salesforce.com

To apply, email a resume and cover letter to
linda.beneze@monarchmedtech.com