



Executive Assistant Pearl Pathways

Pharmaceutical and device companies need to navigate through many hurdles as they develop drugs, devices and diagnostics that improve and save human life. **Pearl Pathways** supports companies in their development, manufacturing and marketing of these products.

If you are up for the challenge of a startup company that is in an exciting marketplace and poised for success, Pearl has the opportunity for you.

Position

Executive Assistant - Indianapolis

Job Description

The Executive Assistant must work autonomously to support the leadership team of Pearl Pathways. This position will work closely with the two co-founders to enhance and develop business processes, assist with project management on the service delivery as well as sales side, and provide administrative support. We are looking for a creative, flexible, and motivated professional who will support the growing of the business.

Responsibilities include:

- Administrative tasks (scheduling, mailings, scanning, etc...)
- Develop service delivery project management process and tracking
- Support sales tracking
- Assist with new office space search and acquisition
- Assist with bookkeeping (in Quickbooks) and other financial tasks
- Support marketing efforts (tradeshows, blogging, database marketing)
- Assist COO with changes and maintenance of Quality system

Skills

- Life science experience preferred
- At least 3+ years experience
- Ability to work autonomously
- Exceptional communication skills, both verbal and written
- Regulatory/Quality/Clinical knowledge a plus

Effort required

- To start 4-8 hours/week
- Able to work virtually at home for at least 6 months

Compensation

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PHONE: (317) 899-9341 • FAX: (317) 278-4102
EMAIL: CONTACT@PEARLPATHWAYS.COM



- Hourly rate of \$15/hour

Send inquiries and your resume contact@pearlpathways.com .

Company Description

Pearl Pathways (www.pearlpathways.com) is a comprehensive life science product development services company. Our experienced team is obsessed with expediting life science product development regulatory pathways. We have three business units to serve our clients:

- **Pearl IRB** (www.pearlirb.com) is a full service commercial Independent Review Board that provides human research IRB reviews, IRB exemptions and waivers, and also offers support for research protocol/ICF medical writing, site assessments, and monitoring services.
- **Pearl ReGXP** is a regulatory and quality compliance consulting practice that provides regulatory filing guidance, conducts global health authority negotiations, develops/improves quality systems, and delivers GMP/GLP/GCP auditing services.
- **Pearl IDEAS** provides strategic product development assistance, third party vendor selection and management strategies, due diligence services, and sales and marketing services for drug, biologic and device companies.

To learn more, contact us at contact@pearlpathways.com or visit us at www.pearlpathways.com.