



Job Title: Executive Assistant, Executive Leadership

Reports To: Senior Director, Human Resources

CeQur® Corporation develops and commercializes a convenient, discreet, and simple-to-use wearable insulin delivery device that easily integrates into patients' daily lives. CeQur Simplicity™ is a 4 Day Insulin Patch designed to revolutionize insulin delivery and simplify the lives of people with diabetes by providing injection free dosing. CeQur Simplicity™ is FDA cleared.

At CeQur, we aim to provide solutions for people with diabetes that are profoundly simple and clinically effective. We are gaining tremendous momentum already and have built a leadership team and board that is comprised of accomplished and respected industry experts. We are looking for like-minded A+ team players to join our team to help make a difference and build a legacy while driving penetration of our therapies. CeQur values a collaborative and creative mindset, where each team member is encouraged to contribute to our processes, decisions, planning and company culture.

Position Overview:

The Executive Assistant provides high-level administrative and operational support to CeQur's Chief Executive Officer, Chief Financial Officer, Director of Sales, and Human Resources department. This is a highly visible role requiring exceptional organization, judgment, discretion, and follow-through. The Executive Assistant will manage complex schedules and priorities, coordinate executive and company activities, support key administrative processes, and help ensure commitments and action items move forward. The ideal candidate is proactive, resourceful, highly organized, and comfortable operating in a fast-paced, growing organization. This individual anticipates needs, identifies potential issues before they arise, and can independently manage competing priorities while handling confidential and sensitive information with the highest level of professionalism.

Responsibilities:

Executive Support and Calendar Management:

- Serve as a trusted partner to the leadership team by anticipating needs, maintaining organization, protecting executive time, and ensuring commitments and priorities move forward.
- Provide high-level administrative and operational support to the CEO, CFO, Director of Sales, and Human Resources.
- Manage complex calendars, meetings, appointments, and competing priorities across multiple executives.
- Proactively identify scheduling conflicts, anticipate needs, and ensure executives are prepared for meetings, presentations, deadlines, and key business activities.
- Coordinate domestic travel, including air travel, accommodations, ground transportation, detailed itineraries, and travel changes.
- Manage executive expense reports and reconciliation as needed.
- Prepare, proofread, edit, and format executive-level communications, presentations, reports, and other materials.

Meetings, Events, and Executive Operations

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- Coordinate internal and external meetings involving executive leadership, sales leadership, field teams, customers, partners, and other key stakeholders.
- Support Board of Directors and executive leadership meetings, including scheduling, meeting logistics, preparation and distribution of materials, and maintenance of confidential records.
- Prepare meeting agendas, capture key decisions and action items, and proactively track follow-up activities through completion.
- Support planning and logistics for national sales meetings, sales training, leadership meetings, board meetings, conferences, commercial events, and other company meetings.
- Coordinate vendors, contracts, venues, travel, meeting materials, and other event-related logistics as needed.
- Serve as a point of contact for internal and external stakeholders, ensuring professional, clear, and timely communication and interactions.

Administrative and Cross-Functional Support

- Coordinate multi-department projects and timelines on behalf of executive leadership.
- Maintain organized digital and physical filing systems for executive, corporate, and confidential materials.
- Manage contract routing, signature processes, internal approvals, and related documentation.
- Support Human Resources with onboarding activities, employee workflows, companywide communications, and other administrative processes.
- Coordinate company gifting and recognition on behalf of CeQur and executive leadership, as needed.
- Assist with special projects, process improvements, and strategic initiatives as assigned.
- Leverage technology to improve executive workflows, meeting preparation, communication, organization, and administrative efficiency.
- Maintain the highest standards of confidentiality, discretion, professionalism, and judgment in all interactions.

Qualifications

- Bachelor's degree preferred, or equivalent combination of education and relevant experience.
- 5–7+ years of executive assistant or senior-level administrative experience supporting executives or senior leadership.
- Experience supporting multiple executives and managing competing priorities strongly preferred.
- Exceptional organizational and time-management skills with demonstrated ability to anticipate needs and independently drive work forward.
- Strong judgment and problem-solving skills with the ability to appropriately handle sensitive and confidential matters.
- Excellent written and verbal communication skills with exceptional attention to detail.
- Advanced proficiency in Microsoft Office Suite, including Outlook, Excel, PowerPoint, Word, Teams, and SharePoint.
- Experience supporting executives in a sales-driven, healthcare, medical device, finance-heavy, or high-growth environment preferred.
- Strong interpersonal skills and the ability to effectively interact with executives, employees, board members, customers, vendors, and external partners.
- Ability to remain composed, flexible, and solutions-oriented in a fast-paced environment where priorities may change quickly.
- Ability to occasionally work outside standard business hours to accommodate executive schedules, travel, meetings, and company events.