



**Job Title:** Executive Assistant

**Reports To:** Senior Director, Human Resources

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CeQur® Corporation develops and commercializes a convenient, discrete, 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 the Chief Financial Officer, Chief Commercial Officer, and the Vice President of Sales. This role ensures executives are supported with exceptional organization, communication, and follow-through. The ideal candidate thrives in a fast-paced environment, anticipates needs, manages competing priorities, and handles sensitive information with the highest degree of professionalism and confidentiality.

**Responsibilities:**

- Provide daily administrative support to the CFO, CCO, and VP of Sales, including calendar management, meeting coordination, travel arrangements, and expense reconciliation.
- Prioritize and manage complex schedules, ensuring executives are prepared for meetings, presentations, and deadlines.
- Screen and triage email and correspondence, drafting responses and managing follow-ups as needed.
- Prepare, proofread, and edit executive-level communications, presentations, and reports.
- Coordinate internal and external meetings with sales leadership, field teams, and key customer or partner contacts.
- Support planning and logistics for sales trainings, national sales meetings, conferences, and commercial events.
- Manage timelines and coordinate multi-department projects on behalf of both executives.
- Prepare agendas, capture meeting minutes, and drive follow-up actions to completion.
- Serve as a point of contact for internal and external stakeholders, ensuring clear and timely communication.
- Assist with special projects, process improvements, and strategic initiatives as assigned.
- Maintain organized filing systems (digital and physical) for executive materials.
- Support HR and Operations during onboarding, team events, and companywide communications when needed.



- Manage expense reports, contract routing, and internal approval workflows.
- Uphold the highest standards of confidentiality, professionalism, and judgment in all interactions.

#### Qualifications

- Bachelor's degree preferred or equivalent relevant experience.
- 5–7+ years of executive assistant experience, supporting senior leaders; experience supporting multiple executives preferred.
- Strong organizational skills with the ability to anticipate needs and manage competing priorities.
- Excellent written and verbal communication skills, with attention to detail in all work products.
- Advanced proficiency in Microsoft Office Suite, Teams, SharePoint, Excel, PowerPoint, and collaboration tools.
- Prior experience in sales-driven or finance-heavy environments strongly preferred.
- Ability to maintain composure, discretion, and professionalism in a fast-paced, high-growth environment.