

Company Overview

Esperion is a small company doing big things. Our innovative team of lipid management experts are committed to leveraging our understanding of cholesterol biosynthesis to develop innovative therapies for the treatment of patients with elevated low-density lipoprotein (LDL-C). At Esperion we are passionately committed to bringing complementary therapies to the hypercholesterolemia space that address unmet patient needs in a way that is “patient-friendly, physician-friendly and payer-friendly.”

Esperion’s corporate headquarters are located in Ann Arbor, MI. The Company offers a competitive salary including a performance-based bonus program and stock-based compensation, a comprehensive benefits package including a 401(k) matching plan and health insurance, and paid time off and holidays.

Position Title: Administrative Assistant

The Administrative Assistant will be responsible to coordinate the planning of events, manage supplies, act as receptionist, expense report processing support, corporate account reconciliation, and other administrative duties as assigned. Position based in Ann Arbor.

Preferred Location: Ann Arbor, MI

Essential Duties and Responsibilities*

- Provide administrative coordination and logistical support in the planning of events and conferences, as well as necessary follow-up upon completion, as directed
- Order and stock kitchen and office supplies for (all) office locations
- Collect mail and prepare outgoing correspondence, assisting with all shipping requests
- Building 1 reception – receive guests and shipments; answer and forward incoming calls
- Coordinate between internal and external parties to schedule and otherwise facilitate meetings, training sessions, and travel arrangements, as directed
- Collect and process expenses for colleague reconciliation and reimbursement
- Manage and execute additional administrative special projects, collaborating with administrative support team as directed
- Corporate account reconciliation (AMEX)
- Formalize and distribute companywide correspondence, as directed
- Sensitivity to all confidential matters required
- Contribute to and properly maintain electronic file systems for management of corporate/company records

**additional duties and responsibilities not listed here may be required*

Qualifications (Education & Experience)

- Two or more years of administrative support or related experience
- Familiar with electronic processing of complex expense reports
- Must be proficient in the use of Microsoft Office Suite
- High proficiency in Microsoft Outlook required
- Self-confident, detail oriented, organized, and able to effectively manage competing priorities and timelines
- Familiar with standard office concepts, practices, communications, and procedures within the administrative field

Notice to Agency and Search Firm Representatives: *Esperion Therapeutics is not accepting unsolicited assistance from agencies and/or search firms for any job posted on this or a referring site. Please, no phone calls or emails. All resumes submitted by an agency and/or search firm to any employee at Esperion via email, the internet, or in any other form and/or method without a valid written agreement in place will be deemed the sole property of Esperion. No fees will be paid in the event that a candidate is hired by Esperion as a result of an unsolicited agency and/or search firm referral.*

All qualified applicants are requested to submit a cover letter and CV via email to hr@esperion.com.