

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 for general office administration, office supply management, and visitor reception. This position will be based in Ann Arbor, MI.

Preferred Location: Ann Arbor, MI

Essential Duties and Responsibilities*

- Order and stock kitchen and office supplies
- Collect mail and prepare outgoing correspondence, assisting with all shipping requests
- Building visitor reception
- Maintain public meeting spaces and coordinate technical needs with IT/Facilities
- Collect and process expenses for colleague reconciliation and reimbursement
- Train new hires in Concur Travel & Expense
 - Assist colleagues with troubleshooting
- Corporate account reconciliation (AMEX)
- Assist Admin Team with global travel needs
 - Research cost effective travel options and provide summaries to Supervisor
 - Coordinate travel logistics including but not limited to flights, hotels, and ground transportation across the organization
- Formalize and distribute companywide correspondence as directed
- Contribute to and properly maintain electronic filing systems for Admin Team

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

Qualifications (Education & Experience)

- Two or more years of administrative support or related experience
- Two or more years of experience in coordinating travel needs across an organization
- Familiar with electronic processing of complex expense reports
- Must be proficient in the use of Microsoft Office Suite
- Familiar with standard concepts, practices and procedures within the administrative field
- Ability to work well with an integrated Administrative team requiring clear communication and cooperation across multiple functions

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.