

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: Senior Administrative Assistant

The Senior Administrative Assistant will provide advanced administrative support to our growing Commercial team. This role will support the Chief Commercial Officer and assist in the coordination of Commercial activities. This role will be based in Ann Arbor, MI.

Preferred Location: Ann Arbor, MI

Essential Duties and Responsibilities*

- Provide high-level support to the Chief Commercial Officer
 - Meeting schedule
 - Coordinate daily calendar
 - Assist in coordination of interviews
 - Travel
 - Expense
 - Organizational needs
 - Ad-hoc reports
 - Communications & external outreach
 - Maintain/ensure confidentiality of all communications
- Support Commercial functions in the planning and execution of events and conferences, as well as required follow-up
- Maintain master commercial activities calendar and coordinate meetings between external/internal parties
- Maintain database of Commercial contacts across various systems
- Assist in the coordination of logistics for national sales team meetings
- Provide Administrative supervisor with weekly activities outlook
- Provide back-up support to Administrative team as needed
- Assist Commercial department with mail processing/distribution
- Office management (external)
 - Maintain office supplies and manage/coordinate ordering
 - Act as liaison between staff and Facilities
- May handle and execute additional special projects as needed or requested
- Other responsibilities as assigned by supervisors

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

Qualifications (Education & Experience)

- Minimum 5 years job related experience
- 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.