

## **Executive Assistant**

We are seeking a skilled Executive Assistant to join us in our new office in Englewood, CO. The Executive Assistant will be responsible for providing administrative for the CEO and CFO. Major duties include the following:

- Provide administrative support for the CEO and CFO.
- Support of the Viveve Board of Directors including scheduling of meetings, preparation of board materials, PowerPoint presentations, maintenance of minutes and minute books, and interface with Board members.
- Coordinate all travel arrangements for the CEO, CFO and members of the executive staff.
- Complete accurate and timely expense reports.
- Support the VP of Finance and the accounting department with invoice tracking and approvals as well as reconciliation of company credit card monthly.
- Assist in the maintenance of the Viveve facility.
- Assist in the recruitment and onboarding of new employees when it involves the executive staff.
- Coordinate meetings and conference room scheduling.
- Maintain well organized, updated files.
- Manage incoming and outgoing mail for executive team.

### **Qualified candidates must possess the following:**

- Bachelor's degree is preferred
- Minimum of five years related experience
- Excellent verbal & written and communication skills
- Proficiency with Word, Excel, Outlook and PowerPoint.
- Strong communication and interpersonal skills.

Send your resume to: [careers@viveve.com](mailto:careers@viveve.com)