

# EXECUTIVE ASSISTANT

Scottsdale, AZ | NeoLight Headquarters

## ABOUT NEOLIGHT

At NeoLight, we engineer and design empathy-driven solutions for newborns in need of neonatal medical care. While the medical device industry is focused on designing large, hospital-grade technologies that treat infant health conditions within the hospital, we focus on inventing devices that treat babies at home, under the care of parents. That's what empathy-driven innovation means to us.

Our first technology is a phototherapy device that we expect will eliminate jaundice through in-home rather than in the NICU. We have big plans for more devices that help as many families as possible suffering through the experience of having a newborn with a health condition. By 2020, we plan to be an industry thought leader in the neonatal healthcare sector, with our devices saving the lives of infants across the globe.

## ABOUT THE ROLE

Position title – Executive Assistant  
Department – Executive  
Date of JD Preparation – June 29, 2018  
Job Status – FTE  
Travel Required – 10-25%  
Reports to – CEO

### Job summary

Neolight is looking for an experienced, reliable and task-oriented executive assistant. The executive assistant will work directly with C-level executives and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment.

## ESSENTIAL DUTIES

Coordinate executive communications, including taking calls, responding to emails and interfacing with clients

Prepare internal and external corporate documents for the team members and industry partners

Schedule meetings and appointments and manage travel itineraries

Arrange corporate events to take place inside and outside of the work place

Uphold a strict level of confidentiality

Develop and sustain a level of professionalism among staff and clientele

Contribute to our culture of being collaborative, respectful, transparent, ethical, efficient, high-achieving, and fun!

## DESIRED QUALIFICATIONS

- Bachelor's degree preferred
- Proven experience as an executive assistant or similar role, reporting directly to senior management
- Advanced Microsoft Office skills, with an ability to become familiar with company-specific programs and software
- Experience using office equipment, including printers and scanners
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor
- Ability to travel with executive team members
- Other roles and duties as assigned

## COMPENSATION & BENEFITS

### COMPENSATION

- Salary is competitive with the market rate, and based on the successful candidate's specific experience and skillset.
- We offer stock compensation and performance-based raises.

### BENEFITS

- Full health and dental insurance packages
- Unlimited time off as long as you're getting the job done
- Access to a full kitchen, bottomless coffee, and unsupervised play time with 3d printers
- The chance to work alongside a committed team of people who plan on saving lives and changing the world

## TO APPLY

Does this job description sound like you? If so, we can't wait to meet you. Please send us an email to [samantha@theneolight.com](mailto:samantha@theneolight.com) that includes the following:

- A resume detailing your professional experience
- A cover letter (with specifics about your interest in this specific role, specifically with Neolight),
- A list of no more than 3 professional references (including their name, relationship to you, email address, and phone number)

## DISCLAIMER

Neolight participates in the federal E-Verify program to confirm the identity and employment authorization of all newly hired employees. For further information about the E-Verify program, please click here:

<http://www.uscis.gov/e-verify/employees>.