

Office Administrator Pearl Pathways

Pharmaceutical and device companies need to navigate through many hurdles as they develop drugs, devices and diagnostics that improve and save human life. **Pearl Pathways** supports companies in their development, research, manufacturing and marketing of these products.

If you are up for the challenge of a dynamic professional services company that is in an exciting marketplace and poised for success, Pearl has the opportunity for you.

Service offerings for Pearl Pathways include:



REGULATORY

- Regulatory Strategy and Global Filings
- Submission Support for IND, NDA/BLA, 510k, CE mark, PMA, CTA, MAA, etc.
- eCTD Submission and Publications
- Clinical, Non-Clinical, and CMC Development
- Due Diligence of New Product Platforms/Technologies



QUALITY COMPLIANCE

- GXP Quality Systems
- Auditing
- Validation Support
- Remediation
- Supplier Management
- Training
- Contract staffing services



CLINICAL SERVICES

- Niche CRO Services
- Medical Writing
- On-demand Clinical Research Staffing
- GCP Support Services
- Research Site Support
- Pharmacovigilance
- Biostatistics



INDEPENDENT REVIEW BOARD

- IRB Board Review Services
- Expedited and Full Board ICF/Protocol Reviews
- Patient Recruitment Materials & Advertisements
- Exemption Determination
- Annual Review
- IRB Consulting Services
- AAHRPP Accreditation Consulting

Position

Office Administrator - Indianapolis

Job Description

The role must work autonomously to support the leadership team and provide assistance across all Pearl Pathways staff. This position will work closely with the leadership team to enhance and develop business processes, assist with project management on the service delivery team as well as the sales & marketing group, and provide administrative support. We are looking for a creative, flexible, and motivated professional who will support the growing of the business.

Responsibilities include:

- Support leadership team with administrative tasks (scheduling, travel, mailings, scanning, etc...), process development, and documentation creation/editing
- Support all back-end office operations to ensure employees have resources required to succeed.
- Serve as head of first impressions – receptionist duties
- Lead companywide event planning
- Assist with tracking of company processes and key dashboard metrics
- Serve as SME for several IT cloud-based software systems (time tracking, cloud content management system, etc...)
- Serve as liason with vendors (IT, telecom, office supplies, custom printing and marketing vendors, etc...)
- Manage sales operations functions, tracking tools, forms, and new project setup
- Manage service delivery operations and tracking tools
- Assist financial analyst with bookkeeping and other financial tasks
- Support marketing efforts (tradeshows, blogging, database marketing)

Required Education:

- High School Diploma; college degree or professional courses preferred

Skills

- At least 2+ years experience in administrative assistant role
- Highly proficient with Microsoft Suite (Word, Powerpoint, Excel) and Outlook
- Demonstrated IT systems skills (time tracking systems, cloud servers, other software)
- Adobe pro expertise a plus
- Demonstrated ability to work autonomously
- Exceptional problem-solving skills
- Outstanding communication skills, both verbal and written
- Healthcare, Pharma or medical device Regulatory/Quality/Clinical knowledge a plus

Location/Effort Required

- Position is located at company headquarters in Indianapolis, Indiana
- Fulltime role, but open to reduced work schedule if flexibility is required
- Limited travel required



Send inquiries and your resume dcaldwell@pearlpathways.com .

Description

Pearl Pathways is a comprehensive life science product development services company. Every day we strive to provide our customers top quality service, unyielding ethics, and efficient services through our team of experts. Pearl Pathways supports biopharmaceutical, medical device, and diagnostic companies as well as life science service providers with clinical, regulatory, and quality compliance needs. Our AAHRPP accredited central IRB, *Pearl IRB*, supports all aspects of human research.

To learn more, please visit us at www.pearlpathways.com, call us at (317) 899-9341, or email contact@pearlpathways.com. Pearl Pathways is headquartered in Indianapolis, Indiana, and is AAHRPP accredited and a WBENC certified woman owned business. For media inquiries, contact contact@pearlpathways.com.