



Life Molecular Imaging is a global and innovative biotech company focusing on the development and commercialization of molecular imaging radiopharmaceuticals. Currently, we are seeking an experienced **Administrative Assistant**, who will provide general office support and assistance to the US team in collaboration with Life Molecular Imaging's goals and objectives. This role engages at all levels of the organization from the executive team to associates.

Job Responsibilities

The Administrative Assistant will be responsible for a variety of administrative and clerical tasks, supporting managers and employees cross functionally, assisting in daily office needs, and managing LMI's administrative activities using their knowledge and experience to:

- Handle all administrative requests and queries from senior managers and LMI team employees
- Act as front desk responder, answering the main line, directing calls, taking messages, greeting visitors, guests, employees (virtually, in office, and at meetings)
- Organize and schedule meetings and appointments for employees at Headquarters and virtual office locations
- Attend and assist in taking meeting minutes upon request
- Book travel and make arrangements for internal and external parties for events and meetings
- Prepare reports and maintain virtual/digital filing system
- Submit and reconcile expense reports
- Act as main point of contact for internal and external parties
- Order office supplies, incentives, marketing materials
- Maintain contact lists (telephone/birthday)
- Mail forwarding, scanning of documents, and confidential handling of office mail
- Assist in administrative ad hoc tasks for cross functional teams, including but not limited to Operations (HR), Marketing, Supply Chain, Medical Affairs/ Clinical

Job Requirements:

Bachelor's degree preferred; 2-3 years proven experience as an Administrative Assistant/Office Administrator. Excellent written and verbal communication skills; Self-starter, attention to detail and problem-solving skills; Excellent time management skills and ability to prioritize work; Working knowledge of office equipment, printers, fax, admin software, digital platforms to streamline workflow; Proficiency in Microsoft 365, MS Excel, PowerPoint, TEAMS a must; Calendar and travel management experience; Hotel and event planning experience

This position is currently remote and located in Boston, MA, USA. There is a limited amount of travel expected. We offer a competitive salary with additional benefits.

Please send any inquiries, or submit resume and cover letter to: hr.us@life-mi.com

Life Molecular Imaging, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law.