



## **Executive Assistant**

DRI Healthcare (“DRI”), is a pioneer in global pharmaceutical royalty monetization. We accelerate therapeutic innovation by providing capital to inventors, academic institutions and biopharma companies. We provide uniquely favorable exposure for investors through a diversified, risk-mitigated portfolio of therapeutic assets that aims to generate attractive returns and significant growth potential. We focus on medicines that matter – pursuing deals for medicines that have a demonstrable positive impact on the world, aiming to acquire dependable, patent-protected cash flow streams derived from the sales of those important drugs. Since our founding in 1989, DRI has deployed more than \$2.5 billion, acquiring more than 60 royalties on 40-plus drugs, including Eylea, Spinraza, Zytiga, Remicade, Keytruda and Stelara. DRI Healthcare Trust’s units are listed and trade on the Toronto Stock Exchange. To learn more, visit [DRIHealthcare.com](http://DRIHealthcare.com) or follow us on [LinkedIn](https://www.linkedin.com/company/dri-healthcare).

### **Position overview:**

DRI is seeking a full-time Executive Assistant to join the team. This individual will provide a high level of support to our executives and professional staff members. In this role you will be accountable for providing a broad range of administrative and office support as per the below accountabilities (but not limited to):

### **Accountabilities:**

- Provide administrative support to our executives
- Coordinate travel arrangements and prepare detailed itineraries
- Provide accurate, organized and efficient administrative support; schedule organize meetings, manage calendar and process expense reports.
- Coordinates team events and offsites.
- Provides assistance on ad-hoc business requests as needed.
- Consistently exercise discretion in managing information and all matters of confidentiality; escalate issues where appropriate.
- Prioritize and manage own workflow to ensure quality and efficiency (ie. meet deadlines; be flexible in adjusting to changing work priorities.
- Use software programs and other tools or equipment with ease and efficiency.
- Efficiently manage expectations/concerns through strong communication skills both verbal and written.

### **Requirements:**

- 5+ years of relevant administrative experience
- Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated business professionalism, respect for confidentiality and appropriate handling of sensitive information
- Experience making travel arrangements
- Demonstrated ability to work in a team environment where flexibility and anticipating needs is essential.
- Participate fully as a member of the team and contribute to a positive work environment.