



Executive Assistant & Office Coordinator

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 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 invested multiple billions of dollars into life science organizations, by acquiring or creating royalties on industry gold standards such as Eylea, Keytruda, and Zytiga. DRI Healthcare Trust was listed on the Toronto Stock Exchange in 2021, and in the last 3 years alone we have deployed ~\$1B across 10 deals. The company is highly focused on accelerating our deployment into the dynamic biopharmaceutical industry which is increasingly recognizing the benefits of royalty investments. To learn more, visit DRIHealthcare.com or follow us on [LinkedIn](https://www.linkedin.com/company/dri-healthcare).

Position overview:

DRI is seeking a highly organized and proactive Executive Assistant & Office Coordinator to support our Chief Investment Officer and other professional members of the Investment Team. The ideal candidate will be adept at managing schedules, coordinating meetings and conferences, and ensuring smooth communication and workflow within the organization. This role will be based in New Jersey and will report directly to the Chief Investment Officer. 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:

- Coordinate logistics for meetings and conferences, including venue selection, catering, transportation, and accommodation arrangements.
- Coordinate travel arrangements and prepare detailed itineraries
- Provide accurate, organized and efficient administrative support; schedule organize meetings, manage calendar and process expense reports.
- Provides assistance on ad-hoc business requests as needed.
- Manage office supplies inventory and place orders as necessary.
- 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
- Holds a college/university degree
- 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.