



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 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 70 royalties on 40-plus drugs, including Eylea, Keytruda, Orserdu, Spinraza, Stelara, Zejula and Zytiga. DRI Healthcare Trust's units are listed and trade on the Toronto Stock Exchange. To learn more, visit DRIHealthcare.com or follow us on [LinkedIn](#).

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
- 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.