



## **Executive Assistant (fulltime)**

**Eindhoven, The Netherlands**

Looking for a dynamic **Executive Assistant** position in an international, young and dynamic environment with the great mission of 'improving patients' lives'? Then this is your chance!

### **What will your day look like?**

As our Executive Assistant it's your mission to provide high level executive support to the CEO of the company. It's your aim to manage her diary and organize the information needed, so each day is optimized to get the most out of it. You also provide support to the management team, Board and key stakeholders, particularly in terms of organizing meetings and events and you make sure the relationship with them runs smoothly. You make a difference by helping the Xeltis team to stay connected in this dynamic environment: agenda management, priority setting, structuring communication, ensuring timely availability of critical information, document processing / completion, and assisting the team in day challenges is at the core of your role.

You will be responsible for:

- Serving as the primary point of contact for the CEO, by handling all inquiries, correspondence and requests directed to the CEO. You prioritize and determine the urgency of response and escalate issues appropriately;
- Understanding the formal (and informal) organization structure and dynamics, as well as the core purpose, content and priorities of Xeltis, and act as sparring partner for our CEO based on this knowledge;
- Proactive calendar and mailbox management, including information & document flow;
- Proactive management of international travel itineraries from beginning to end, including briefings, management of last-minute changes for both CEO and Board members;
- Developing and supporting business and personal relationships with several key stakeholders including shareholders, Board members and employees; serve as a liaison for the CEO;
- Organizing board meetings, executive team meetings, management team meeting, the annual general shareholders meeting and all-company meetings;
- Dealing with complex, sensitive and highly confidential information;
- Drafting and/or completing (high level) documentation, briefing papers, reports, and (PowerPoint) presentations;
- Support on report, authorisation and document processing, organizing formalities and keep record of the general & administration financial budget.

**Who are you?**

- Exceptional customer service skills, with the ability to manage needs in person, over the phone, text, and through email;
- Independent, stress-resistant and flexible in a constantly changing environment;
- Strong attention to detail and superior organizational and time management skills;
- Exceptional communication and interpersonal skills, including proficiency in English and Dutch (spoken and written);
- Proactive and creative in solving problems;
- Minimum of five years of working experience as an Executive / Business Assistant on C- and Board level in an international environment;
- Fulltime commitment, with a degree of flexibility as this position does not always follow standard working hours.
- Experience with Google (Gmail, Google calendar, Google docs)

**What can we offer you?**

As part of our team in Eindhoven, we offer you an environment where personal initiative is actively encouraged. Furthermore, this diverse and independent position offers you a responsible job, with a lot of influence on organizing your own tasks and priorities.

Xeltis is a clinical-stage medical device company pioneering a restorative approach in heart valve therapy. Xeltis' technology enables natural heart valve restoration. At Xeltis, we recognize that people make a difference. We are a young, dynamic, international team of 30 professionals dedicated to improving patients' lives through innovation.

Our Company values:

- Innovate to improve patients' lives;
- Listen and challenge with respect;
- Grow through personal development;
- Act like owners for a common goal;
- Work with JOY!

**Application**

We welcome your application, including motivational letter and your CV via [recruitment@xeltis.com](mailto:recruitment@xeltis.com).

If you have any questions, please contact HR, T +31407517614

## **About Xeltis**

Xeltis' heart valves enable the patient's own body to naturally restore a heart valve that is defective or no longer works through a new therapeutic approach called Endogenous Tissue Restoration (ETR).

- With ETR, the patient's natural healing system develops tissue that pervades Xeltis' heart valve and vessel, forming a new, natural and fully functional valve or vessel within it. As ETR occurs, Xeltis implants are gradually absorbed by the body;
- ETR is enabled by the porous structure of Xeltis' heart valves, which are made of bioabsorbable polymers, based on Nobel prize awarded science. RestoreX, Xeltis' new technology platform, is the world's first polymer-based technology designed to enable natural restoration of heart valve function;
- Today, patients with artificial heart valves and vessels generally endure repeated replacement procedures and complications from chronic inflammation or take long-term medication with potentially severe side effects;
- Xeltis' novel restorative approach has the potential to improve the lives of hundreds of thousands of patients with cardiovascular conditions requiring heart valve and vessel replacements. It also may reduce overall healthcare system costs.