



Semler Scientific, Inc. (www.semilerscientific.com) is an emerging medical risk-assessment company whose diagnostic and testing products and services help to guide patient care and close the gap between cost of care and compensation for care, collaborating with top health care providers and health plans.

Executive Assistant/Project Coordinator Bay Area

Semler Scientific is searching for an Executive Assistant/Project Coordinator to support our Vice President, Enterprise Solutions and direct reports. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational capabilities, and demonstrate good interpersonal and “diplomatic” skills. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

- Provide executive-level administrative support to department vice president and direct staff
- Coordinate logistics for department meetings and functions (including offsite events both local and nationally)
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on project to successful completion, often with deadline pressures.
- Prepare meeting agendas, gather and collate presentation decks and meeting materials, and facilitate telecom/videoconference/Zoom links as needed. Document meeting minutes and manage action items.
- Develop, implement and continuously improve department administrative work processes, procedures, and systems; ensure compliance with department and company policies
- Takes initiative, acts resourcefully, and problem solves to get answers and resolve issues while ensuring compliance with company processes and practices.
- Confident and assertive with strong communication skills.
- Work independently with minimal instruction day-to-day.

Training Support

- Manage training logistics, including finding a suitable facility, negotiating the contract, arranging for catering, ensuring all necessities are available for trainer at the site, and ensuring all necessary training resources are available and scheduled for each event.
- Prepare presentations
- Develop tools and templates as needed to improve service effectiveness.
- Client relation Coordinator
- Communicate appropriate program details to customers including training objectives, duration, date/time, and any pre-work information
- Track costs related to training logistics and associated with training delivery and ensure alignment with overall budgets
- Deliver excellent customer service to support training programs and provide technical support for class attendees to troubleshoot any access issues to class

- Maintain Staff and Customer Training calendar

Project Coordinator

- Interface with all departments to assure cross team coordination.
- Create, own and maintain and track detailed project schedules for all on-going projects.
- Work with team members on resource leveling, tasks sequence, task dependencies and establishing project milestones.
- Gather updates from individual task owners and update project schedules regularly, for local and remote staff. Measure impact of updates on regular bases and generate various reports.
- Build positive relationships and trust over time through strong on-time delivery, high quality, continuous innovation, and by exceeding expectations.
- Manage ordering system within Salesforce, to include order entry.

Core Competency/Skills & Knowledge:

- 8+ years of experience supporting Senior Coordinator; preferably in a Sales/Field organization.
- Superior skills in Microsoft Office (Outlook, Word, Excel, and PowerPoint) & Adobe Acrobat.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff and external partners.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability and ability to work independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Experience with Salesforce a plus

Communication Skills:

- **Language Requirement:** English
- **Written:** Must be able to create and track detailed project plans for the engineering and QA team
- **Verbal:** Must be able to articulate complex technical project concepts and participate in presentation engagements
- **Interpersonal:** Strong technical aptitude with ability to lead meetings
- **Presentation:** Internal presentation

Contacts/Interactions:

- **Internal:** IT, various business areas including Sales, Sales Operations, Finance, Operations, Support
- **External:** Customers

License & Certification Requirements/Preferences:

- N/A

Travel:

- N/A

Work Environment/Physical Demands:

- This work is typically performed in an office environment which requires normal safety precautions; work may require some physical effort in the handling of light materials, boxes or equipment. While performing the duties of this job, the employee is regularly required to talk, hear, and see. Arms, hands and fingers will be needed to reach and operate computers; this will require more than two-thirds of the employee's work. Employee will occasionally need to lift boxes or materials up to 25 pounds. Standing, walking and sitting will each require about one-third of the employee's time.