

Commercial Support Specialist – Commercial Organization

Company Overview

At Prytime Medical Devices, we have a bold vision: No one should bleed to death, and the sooner you stop bleeding, the better. We are working to revolutionize the care of severely injured patients by enabling trauma teams to gain control of life-threatening bleeding as a bridge to definitive repair. We partner with leading trauma centers to enable endovascular bleeding control through innovative devices and fanatical customer support. In support of our vision, we design, develop, and commercialize minimally invasive solutions for hemorrhage control. Our flagship product is the ER-REBOA-PLUS™ Catheter, the market leader for endovascular aortic occlusion in trauma. In addition to our national roll out of the ER-REBOA-PLUS™ catheter, Prytime was recently granted FDA clearance on a next generation partial REBOA catheter designed specifically to reduce ischemic insult and reperfusion injury called pREBOA-PRO™. We are following a very selective, data intensive approach to releasing this product. In doing so, Prytime is poised to create additional strategic opportunities and to lead the introduction of these devices in trauma and adjacent specialties. We are expanding our team to provide fanatical clinical support to improve outcomes with the launch of these new devices into the trauma and critical care market.

Position Overview:

The Commercial Support Specialist will manage administrative aspects specific to the commercial organization and will report to the Chief Commercial Officer (CCO). The role will take on specific calendaring, meeting and event planning/logistics, travel, calendar management, expense management and other various duties as specified by the Chief Commercial Officer.

Job Duties & Requirements:

- Is a key member of the commercial leadership team and can work collaboratively with each member of the Commercial Leadership Team
- Manage CCO calendar
- Provide meeting minutes for all Commercial Leadership Team Meetings
- Manage CCO and Commercial Leadership Travel including flight arrangements, hotels, rental cars, etc.
- Provide travel itineraries for CCO and Commercial Leadership Team
- Manage expense reporting for the CCO and Commercial Leadership Team
- Manage all Commercial Meetings, Events Conference logistics including offsite strategic meetings, Point of Attack Meetings, and Trauma Conference meeting logistics. Details will include arranging meeting location, hotel contracts, hotel food services, booth shipping, conference registrations, etc.
- Manages all local trauma conferences registration and field support
- Manage calendaring activities for monthly COE Multicenter Meetings
- Manage all Commercial new hire travel and logistics for Boerne based orientation, Prytime University and field travel during employee's initial five weeks training
- Provide five-week training itineraries to all new commercial new hires
- Work closely with IT/CEO Administration to secure new hire orientation resources (i.e., computers, new hire reading, scrubs, name badges, polo shirts, business cards, etc.).
- iPad ordering and setup for new employees
- Single point of contact for all commercial personnel to reorder business cards, name badges, scrubs, etc.
- Manage all field based credentialing for business development and clinical education team
- Shipping of Supplies to the field and distributors
- Be a symbolic part of the team responsible for building and maintaining a great culture
- Other tasks as requested by the CCO

Desired Skills and Experience:

- Bachelor's degree preferred
- Has successfully completed 5+ years in administrative assistant related job duties
- Has demonstrated mastery in organizational skills, calendaring, travel arrangements, and event planning
- Possesses exceptional interpersonal skills and can align varied perspectives around a common cause
- Has a strong process orientation that can manage effectively to a very structured organization
- Possesses excellent written and verbal communication skills
- Has a bias towards action
- Displays the desire and capacity to work independently AND collaboratively
- Enjoys creative problem solving