

Personal & Administrative Assistant (Medical Technology Sales Support) – Remote

Schedule Monday–Friday, **8:00 AM – 5:00 PM EST**. 30–40 hours/week with flexibility for additional hours as needed.

No PTO, sick leave, or paid holidays.

Please do not apply if you cannot meet these schedule requirements.

Role Overview

We are seeking a proactive, highly organized, and detail-oriented **Personal & Administrative Assistant** to support a high-level medical technology sales representative. This role combines **sales support, administrative coordination, personal assistance, medical scheduling, and social media support.**

Key Responsibilities

- Prepare quotes, follow up with clients, update CRM, and support sales activities
- Manage calendars, task trackers, files, workflows, and daily priorities
- Book travel, appointments, handle errands, expenses, and online research
- Schedule medical appointments, complete forms, and assist with insurance-related tasks
- Draft captions, schedule posts, repurpose content, and perform basic video editing (CapCut or similar)
- Support brand collaborations, outreach, and deliverables tracking

Requirements

- **2+ years** of administrative, executive, or personal assistant experience
- Sales support, healthcare, or medical tech experience is a plus
- Strong organization, communication, and multitasking skills
- Proficient in **Microsoft Office, Google Workspace, CRM systems, and project management tools**
- Basic social media and video editing experience
- Tech-savvy and comfortable troubleshooting software issues
- Professional, discreet, reliable, and able to work independently

Additional Expectations

- Full availability during work hours (**no overlapping commitments**)
- Daily task updates and weekly progress summaries
- Flexibility for urgent tasks outside core hours when needed

Hiring Process

Qualified candidates will complete a **short-paid trial project** before onboarding.