



Partnership for Health  
Analytic Research

## **Administrative Assistant**

### **Overview of PHAR**

PHAR (Partnership for Health Analytic Research, LLC) brings together experienced methodologists and trained clinicians to produce high-quality real world evidence that unlocks the hidden value of our clients' innovative products. Our clients appreciate the unique insight our experienced staff brings to every project. As a boutique consultancy unencumbered by corporate bureaucracy, we can efficiently execute contracts and complete projects on time and on budget. We pride ourselves on being reliable and responsive to our clients' changing needs. Our work crosses a wide range of clinical areas, including oncology, rare disease, psychiatry, neurology, cardiology, pulmonology, and others.

### **Position Description**

The administrative assistant will support PHAR's work by helping the office run smoothly and work with the president directly in a personal assisting capacity. Tasks will be majority focused on office assisting, including sorting and sending mail, depositing checks, filing documents in our online system, scheduling meetings and travel, managing customer support needs (e.g., with phone company or other utilities), and purchasing office supplies. Some personal assistant tasks will also be requested, such as running personal errands for the company president. Depending on the skill and interests of the applicant, support may also be provided to researchers through some company-wide tasks such as quality checking client deliverables or managing our list of published works.



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The administrative assistant will:

- Manage the office, including sorting mail, filing, and purchasing office supplies
- Help with administrative tasks, including managing the president's calendar, planning and booking business travel, and coordinating conference logistics
- Some simple research tasks such as finding articles online and managing internal publication tracking
- Interface with customer service for various utilities and services needed by the company
- Communicate effectively within the project team and management, and with clients
- Some personal assisting tasks for company president, such as running errands

### Qualifications

- Bachelor's degree; degree in a health-related field a plus
- Work experience in an office setting
- Excellent organization skills and attention to detail
- Ability to communicate clearly and effectively in English, both orally and in writing
- Ability to work effectively as a member of a multidisciplinary team
- Strong analytical and interpersonal skills
- Ability to multitask and remain flexible with changing priorities
- Excellent computer/software knowledge, including Microsoft Office and internet
- Ability to work independently in a busy environment
- Great instincts for predicting next steps



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## What We Have to Offer

Starting pay is \$30/hour for 20 hours/week. We offer two weeks of vacation; provide medical, dental, vision and disability insurance; and offer participation in a 401k after one year.

Our office is in Beverly Hills, CA. Currently, most of the staff lives in the Los Angeles area, although we continue to work remotely. The administrative assistant will be expected to come in 1-2 times a week to manage mail and other items. Once the office has returned, the administrative assistant will regularly be in the office.

If interested, please submit a cover letter and CV/resume to

[marianne.burrows@PHARLLC.com](mailto:marianne.burrows@PHARLLC.com).

Acknowledging the importance of diverse perspectives, PHAR is committed to employing individuals from a variety of backgrounds and with a variety of experiences. Members of historically marginalized communities are strongly encouraged to apply.