Title: Business Associate

Location: 150 Clove Road Little Falls, NJ 07424

Job Type: Full Time (Entry Level)

Start Date: 1/4/2016

Min. Education: Bachelor's Degree

Min. Experience: 2 - 3 Years

Job Description:

This position represents the company to outside visitors and internal and external customers. Provides administrative support to Executive staff including scheduling, phones, coordinating meetings and travel, word processing, preparing presentations, filing, creating communications, memos and other correspondence and documents. Responsible for ensuring all administrative needs are met to allow the Sr. Executives to focus on executive level responsibilities. This position deals with confidential and time sensitive materials and will be assigned special projects. This position will also assist in managing the office, equipment, equipment contracts etc. to ensure business needs are met, and will provide back up to other administrative staff.

Primary Responsibilities:

• Provides administrative support primarily for the CFO, VP of HR, and Executives. Provide Back-up assistance to the Office Manager. This includes preparing expense reports, maintaining calendars, coordinating meetings and event planning, preparing/creating presentations or routine correspondence including letters, memoranda, and reports, filing, answering phones, and other duties as may be specified from time to time.
• Completes special projects, which include, but are not limited to, putting together binders for meetings, compensation plans, strategic plans, preparing Power Point presentations, and other similar duties.
• Coordinates travel, meetings and speaking engagements.
• Provide reception relief to main switchboard.
• Perform other tasks as assigned.

Qualifications:

BA degree required with approximately 3 years of related office support experience. This individual must have exceptional communication skills, both verbal and written with proven ability to initiate/create correspondence and documents with a high degree of accuracy, excellent customer service and organization skills, ability to manage multiple priorities and adapt to changing needs, able to work with people at all levels in the organization. This individual must be able to represent the company professionally and positively to internal and external customers and guests and have a proven history of high reliability and dependability. Proficiency in Microsoft office, Outlook, word processing, PowerPoint, and excel spreadsheets and experience working with various types of office equipment, including switchboard, copy equipment, and meeting presentation equipment is also required.

Application Instructions:

Please send resumes to jholte@cantelmedical.com
About the organization:

Cantel Medical is a leading global company dedicated to delivering innovative infection prevention and control products and services for patients, caregivers, and other healthcare providers which improve outcomes, enhance safety and help save lives. Our products include specialized medical device reprocessing systems for endoscopy and renal dialysis, advanced water purification equipment, sterilants, disinfectants and cleaners, sterility assurance monitoring products for hospitals and dental clinics, disposable infection control products primarily for dental and GI endoscopy markets, dialysate concentrates, hollow fiber membrane filtration and separation products. Additionally, we provide technical service for our products.