

## **Big Ideas for Little Babies!**

Little Sparrows Technologies is an award-winning medical device company committed to developing and designing solutions to improve the care of newborns worldwide. We are now expanding our team to meet the demands of our growing presence in the US and abroad. The Chief of Staff/Executive Assistant to the CEO will play a pivotal role in supporting and guiding the company through this critical phase.

The Chief of Staff/Executive Assistant to the CEO will function both operationally and strategically to assist Little Sparrows Technologies' CEO in bringing forward the company mission of improving the care of newborns through innovation in technology. As a high-visibility strategic partner that supports the CEO with effective decision-making, project management, and execution of strategic initiatives, the Chief of Staff will provide the organizational and communication framework for customers, employees, and leadership team members to implement the company vision. The Chief of Staff should be a forward-thinking individual who is also able to manage day-to-day issues in real time.

### **Duties include:**

- Serve as a communication gateway for the CEO and senior leadership by maintaining awareness of the company's operations to effectively prioritize time and resources.
- Serve as primary liaison for internal and external communications.
- Develop and implement a project management system to guide and maintain awareness among multiple lines of effort.
- Synthesize and summarize correspondence, financial reports, academic journals, personnel reports, etc. to brief the CEO as needed on specific issues and projects.
- Lead efforts to build and/or edit company reports, newsletters, quarterly financial reports, and presentations.
- Serve as a sensor within the organization to communicate key internal concerns to the CEO.
- Oversee deliverable timelines of company subdivision tasks to ensure prompt completion.
- Develop and maintain a comprehensive understanding of the competitor landscape and prepare summaries of existing or potential threats.
- Identify on-going company personnel needs and identify potential opportunities to recruit high-level talent to join the team.
- Serve as a representative of the CEO to outside organizations as needed.
- Assist with written internal and external correspondence.

### ***Skills and Qualifications:***

- 7+ years in an executive management role
- STEM degree required, Master's in STEM discipline or MBA preferred.

- Proven experience organizing and directing multiple teams and departments within the medtech or biotech field.
- Excellent communicator and listener
- Experience in planning and leading strategic initiatives
- Ability to manage complex situations and multiple responsibilities, balancing long term timelines with urgency of immediate demands.
- Ability to communicate effectively at all levels of the company.

This position is on-site at the Little Sparrows company offices in Woburn, Massachusetts.

Little Sparrows Technologies is an Equal Opportunity Employer committed to a diverse workforce and will not discriminate against any worker or job applicant on the basis of race, color, religion, gender, gender identity, national origin, ancestry, age, sexual orientation, gender identity, marital or civil partnership status, pregnancy, gender reassignment, non-job related mental or physical disability, genetic information, veteran status, military service, application for military service, or membership in any other category protected under law.