



**Telix Pharmaceuticals Limited**  
ACN 616 620 369  
Suite 401, 55 Flemington Road  
North Melbourne  
Victoria, 3051  
Australia

---

**Job Description: Executive Administrative Assistant**

**Type: Full Time**

**Location: Indianapolis**

**Date: Start January 2022**

---

[About Telix Pharmaceuticals Limited](#)

Telix Pharmaceuticals Limited (“Telix”, the “Company”) is an Australian public Company (ASX:TLX) headquartered in Melbourne with operations in Europe, the US and Japan. Our mission is to be a leading, global biopharmaceutical Company in the field of “theranostic” radiopharmaceuticals and the Company is currently developing a mid-late stage pipeline of products in oncology and rare diseases.

[About the Role](#)

The Executive Administrative Assistant holds responsibility for supporting administrative responsibilities for the Telix US C-suite staff. Activities include general office support, event coordination and purchasing processes. As the Executive Administrative Assistant, you will be a proactive member of the team with a keen attention to detail which will ensure the success of the Telix US organization.

Experience with SAP will be highly regarded.

[About You](#)

You are an Indianapolis-based administrative professional who is a confident communicator (written and verbal) and have strong proficiency across the Microsoft office suite. You ideally have exposure to a broad range of administrative and general office responsibilities such as bookkeeping, customer service, event planning and local vendor management. You have the ability to act with discretion and to maintain confidentiality and, are comfortable working with stakeholders at all levels. You enjoy a dynamic work environment and are action-orientated: you like to make things happen! Above all, you are passionate about your work and committed to Telix’s mission.

Please note that this role may support global initiatives so a willingness to work collaboratively with global team members across multiple time zones is important.

[Why work at Telix?](#)

We are a dynamic, fast-growing biopharmaceutical company where employees have a shared purpose: to help people with cancer and rare diseases live longer, better quality lives. This is an exciting time for Telix and we are looking for like-minded, passionate professionals to join us on the journey.

Application deadline is Wednesday 5<sup>th</sup> January 2022.

No agency submissions will be considered for this role.