

Join the team at REAL Solutions Group.

Is patient safety important to you? Do you excel in a high pace start-up setting? Is organization a not-so-secret talent of yours? Does making an efficiency improvement give you a joy that is only rivaled by a cup of coffee in the morning? Consider joining REAL Solutions Group as a **Legal Executive Assistant**.

What You Will Do:

- Work within a dynamic environment where priorities may shift daily
- Perform administrative office duties in a fast-paced and high-pressure environment, including setting up new client workplans; completing reports; and filing, scanning, and processing documents
- Take concise and accurate meeting notes for calls with internal and external stakeholders
- Perform legal research
- Assist CEO with review and creation of complex service agreements
- Expedite, coordinate, and direct traffic for all client legal matters to and from the licensing department
- Answer emails and phone calls from clients
- Make travel arrangements for others when necessary
- Schedule appointments with multiple individuals, administer daily calendars for management
- Prepare presentations according to instructions given
- Support CEO and licensing department with other administrative duties as assigned or required

What You Already Have:

- **Minimum of 3-5 years experience** as an Executive assistant or similar position
- **Paralegal or Law Firm experience REQUIRED**
- Experience in pharmaceutical industry a plus
- Ability to handle sensitive and confidential information with discretion
- Ability to anticipate problems, find solutions, and prioritize work accordingly
- Ability to effectively manage a high-volume workload with critical deadlines
- Experience with, or proven aptitude for, accounting software such as Quickbooks
- Proficiency with GSuite and Microsoft Office, including Gmail, Google Calendar, Excel and PowerPoint
- Demonstrated ability to work in a home-based, virtual environment free of distraction
- Start-up focused mentality, with a solution-oriented attitude
- Ability to learn new tasks quickly and perform them competently

- Analytic thinking, great communication skills, attention to detail, efficient and independent working style
- Ability to effectively prioritize and manage numerous activities
- Bachelor's degree preferred
- Live in or near the **Indianapolis, IN** metropolitan area

What We Offer:

- Competitive Salary
- Flexible schedule (because we are all human!)
- Remote position
- Generous PTO
- 401k matching and immediate vesting
- Medical, Dental, and Vision insurance plan
- Professional Development and Health and Wellness Stipends

Salary Range:

\$60,000-\$78,000 DOE

About REAL Solutions Group

REAL Solutions Group was established to support pharmacies, telehealth companies, and drug supply chain facilities in successfully achieving sustainable regulatory compliance and industry credentialing. REAL Solutions Group offers independent and reliable consulting services through an experienced team of professionals that help navigate the ever-changing landscape of regulatory requirements. We are genuine in our dedication to protecting public health while understanding what it takes to achieve and maintain accreditation and compliance in the industry.

Additionally, at REAL Solutions Group, we are committed to making a positive impact on the world through our unwavering dedication to environmental sustainability and social issues. Our core values drive us to contribute meaningfully to the well-being of both our planet and the communities we serve.

Environmental Sustainability:

We recognize the urgent need to address environmental challenges and mitigate our ecological footprint. Our company is resolutely committed to reducing our carbon emissions, conserving resources, and implementing sustainable practices throughout our operations. We actively seek

innovative solutions that promote a cleaner, greener future, both within our organization and the broader industry.

Social Responsibility:

Beyond profitability, our company places a paramount emphasis on social responsibility. We believe in fostering an inclusive and diverse workplace that respects the dignity and rights of every individual. We are dedicated to providing equal opportunities for all employees, regardless of their background, and to cultivating a culture of respect, collaboration, and empowerment.

Community Engagement:

We understand that our success is intricately linked to the well-being of the communities in which we operate. As such, we are deeply committed to engaging with local communities, understanding their needs, and contributing positively to their development. Through strategic partnerships, volunteering efforts, and philanthropic initiatives, we aim to create lasting, positive change in the areas that matter most.

Transparency and Accountability:

We hold ourselves accountable for the promises we make. We believe in open communication with all stakeholders, including our employees, customers, partners, and investors, about our progress and challenges in the realms of environmental sustainability and social responsibility. By transparently sharing our journey, we strive to inspire others to join us in our mission.

Join us at REAL Solutions Group and be a part of a purpose-driven organization that is actively shaping a better future for both the planet and its people. Together, we can drive meaningful change and make a lasting impact that extends far beyond the bottom line.

Please email your cover letter and resume, along with 1-3 professional (non-relative) references to hr@realsolutionsgroup.co to apply.