RED OAK SOURCING
VALUE. VISION. INNOVATION.

2 Hampshire Street, Suite 200
Foxborough, MA 02035
508-216-1000
www.redoaksourcing.com

Red Oak is a joint venture between two Fortune 20 leading healthcare companies, CVS Health and Cardinal Health, responsible for securing generic pharmaceuticals for both organizations. Pharmaceutical Sourcing team is comprised of industry experts, strategists, and entrepreneurial thinkers who apply innovative strategies to bring generic pharmaceuticals to market more efficiently.

Enjoy the best of both worlds with our hybrid schedule! Work from the comfort of home on Mondays and Fridays and join the team in our welcoming office space on Tuesdays, Wednesdays, and Thursdays for collaboration and connection.

Position summary:

The Administrative Assistant provides critical administrative support to Red Oak Sourcing and reports to the Senior Executive Assistant. This role will mainly support our Pharmaceutical Sourcing team, with a strong focus on coordinating in-house supplier meetings, industry conferences, complex travel, and supplier dinners. This role requires constant management of internal calendars and external communication to ensure alignment between internal leaders, supplier availability, and conference schedules. The ideal candidate thrives in a detail-driven environment, anticipates conflicts before they arise, and ensures every engagement is executed seamlessly and professionally.

Responsibilities:

Calendar & Scheduling Management

- Work with sourcing team to schedule onsite supplier meetings after supplier inquiry. Proactively identifying and resolving scheduling conflicts
- Maintain a master calendar of conferences, supplier meetings, and key sourcing events to ensure visibility and alignment across teams
- Handle confidential supplier and business information with discretion and professionalism

Supplier Meetings & Dinners

- Plan and coordinate supplier meetings, including internal and external calendar invites, attendee tracking, and logistical onsite requirements
- Organize supplier dinners, including venue selection, reservations, confirmations, and alignment with internal policies
- Serve as the primary logistical contact for suppliers regarding meeting times, locations, and event details
- Serve as primary contact for lunch/ dinner reservations

Conferences & Travel Coordination

- Occasionally manage travel arrangements for sourcing team members, including flights, hotels, ground transportation, and itineraries

2 Hampshire Street, Suite 200
Foxborough, MA 02035
508-216-1000
www.redoaksourcing.com

- Support conference planning, including registrations, meeting scheduling with suppliers during conferences, and off-site event coordination
- Prepare and distribute detailed travel and conference itineraries that align supplier meetings, internal meetings, and event commitments

Administrative & Operational Support

- Track meeting follow-ups, action items, and deadlines to support Red Oak Sourcing initiatives
- Process expense reports, invoices, and purchase requests related to travel, meetings, and events
- Maintain organized records of supplier contacts, meeting documentation, and event logistics
- Complete overflow work from executive team
- Other administrative tasks as assigned

Qualifications:

- Bachelor's degree preferred
- 5–7 years of administrative support experience
- Demonstrated expertise in complex calendar management and multi-stakeholder scheduling
- Exceptional attention to detail and organizational skills
- Strong communication skills with the ability to interact professionally with internal teams and external suppliers
- Proficiency in Microsoft Outlook and Microsoft Office (Mail merge, Word, Excel, PowerPoint); experience with travel, expense, Canva systems a plus
- Ability to manage multiple priorities and deadlines in a fast-paced, deadline-driven environment
- Proactive, adaptable, and solution-oriented approach

The typical pay range for this role is: $67,000.00 - $85,000.00

This pay range represents the base hourly rate or base annual full-time salary for all positions in the job grade within which this position falls. The actual base salary offered will depend on a variety of factors including experience, education, geography and other relevant factors.

Employment Eligibility:

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

RED OAK SOURCING
VALUE. VISION. INNOVATION.

2 Hampshire Street, Suite 200
Foxborough, MA 02035
508-216-1000
www.redoaksourcing.com