



**Xelay Acumen Group, Inc.  
Corporate Concierge Associate Intern**

**Company Description**

Xelay Acumen, Inc is a strategy and management consulting firm serving biotechnology, pharmaceutical, and health care provider clients. Our engagements focus exclusively on high value-add for our clients' most critically important issues and challenges. Xelay Acumen strives to be the leading healthcare strategy and management consulting firm focused on enabling distinctive success for innovative products that matter. We deliver extraordinary results for our healthcare clients by attracting and developing talented high potential team members.

At Xelay Acumen, Inc., our people are excited to help clients address their most pressing issues and challenges. We leverage the flexibility and expertise of our virtual network and organization and bring to bear an unparalleled combination of skill sets: strategic problem solving, rigorous analyses and methodologies, and clear and concise communications to bring about uniquely extraordinary results.

**Job Description**

Looking to gain customer service and hospitality experience?

Looking for a place to learn and grow?

Have a strong desire to work with a growing company that supports its team members' development?

Have the opportunity to provide a valuable service to both a growing company and large corporate clients simultaneously?

Want to be exposed to strategy and management consulting, financial investments, and data analytics with the opportunity to transition to an analyst role in any of the departments for those that show interest and promise?

We are looking for a contract full-time self-motivated organized individual to join the team as a contract Concierge Associate.

**Responsibilities**

- Project management; tracking and following up on action items and responsibilities
- Perform online research, small projects, project management, and daily administrative tasks and errands to support personal and business projects from the Office of the CEO and Strategy and Management Consulting Staff
- Manage external vendors and proposal decisions
- Research and arrange reservations and agendas for potential lunches, dinners, meetings, and conferences
- Perform office housekeeping when necessary to ensure a safe and



presentable work and customer environment

### **Desired Qualifications**

- High sense of quality and pride in deliverables; obsessively compulsively organized; enjoys making lists and checking off items
- Presentable and professional behaviors
- Values development feedback to learn new skills and learns new skills quickly; receives feedback well and is thankful and grateful for the other person's investment
- Able to be self managed and proactive with problem solving
- Know how to navigate the local Peninsula San Mateo area
- Technology savvy
- Be comfortable using technology to communicate with customers
- Experience interacting with customers
- English fluency required
- Prior customer service experience preferred
- Demonstrated proficiency with Excel is preferred
- Undergraduate degree or graduate degree preferred

### **Job Requirements**

- Must be able to work in person within an office setting (not remote)
- Must have access to safe 4-door vehicle on a daily basis
- Must have cell phone with texting capability, preferable iphone
- Have own laptop computer is preferred, especially if a mac
- Must be at least 19 years old
- No smoking, drinking, illicit drugs

**Interested parties should send resume to [Careers@XelayAcumen.com](mailto:Careers@XelayAcumen.com)**

Xelay Acumen is a boutique strategy and management consulting firm serving primarily biotechnology, pharmaceutical and health care provider clients. For more information, please visit us at [www.XelayAcumen.com](http://www.XelayAcumen.com) and our Facebook and LinkedIn.