On January 6th more than 180 Dartmouth students, alumni, faculty, and staff crowded into Shapiro classroom at Tuck for the first session of a nine week mini-course in entrepreneurship. For a third year the Tuck School of Business, Dartmouth Medical School, and the Dartmouth Entrepreneurial Network offered members of the Dartmouth community the Introductory Entrepreneurship mini-course. Enrollment in the course tripled this year and an additional section was added at the last minute to accommodate the demand for the class.

“The mini-course was created three years ago for several reasons” said David Pyke, Associate Dean for the MBA program at Tuck. “We wanted to serve the broader Dartmouth community using Tuck resources and instruction. We also wanted to provide the opportunity for Tuck students to work with medical and engineering researchers and others in the community. The course has been a great complement to our other entrepreneurship offerings and opportunities, and is a wonderful way to leverage the varied talents of the Dartmouth community.”

Designed to provide basic education in commercialization of technology, entrepreneurship and the starting of new business ventures, the course addressed the fundamentals of launching a successful new business, including:

- Concept development
- Market and competitive assessment
- Business plan development
- Team building
- Financing and investor presentations
- Execution

Students were exposed to the startup process in detail. The course combined lectures from Professors Gregg Fairbrothers, Phil Ferneau, Fred Wainwright as well as visiting speakers, workshop sessions, and readings. Throughout the term, students worked in groups and developed an executive summary of a business idea, which they presented to a panel of guest evaluators at the final class on March 3rd.

For Tuck students the class was an opportunity to work with Thayer MEM students and others from outside the business school. Daniel Meyer T’06 worked with Thayer scientist Jesse McCool on a business plan for his proprietary protein production technology. According to Jesse, “if you are a scientist with a cool idea, this class puts you in touch with people who want to hear about it. Gregg and his team of teachers and Tuck students helped us to shape our idea into a commercializable concept.” Liz Bankert, Dartmouth IRB Director, worked with Thomas Sexton T’06 and Craig Rashkow from Thayer. “After we pitched our project to the class we were approached by a Tuck student and a Thayer student. They both provided invaluable experience and expertise to pursue our goal of moving the project forward. By the end of the class we had a formal pitch, an executive summary, and financial model, all thanks to the graduate students who volunteered to work on our project.”

Participants had numerous reasons for taking the course. Many undergraduates simply wanted a taste of the business school. “As a liberal arts undergrad, it was a great opportunity to gain exposure to business, business school students and professors, and entrepreneurship in general” said history and religion major Antonio Valla D’05. “It prepared me well for not only starting my own venture, but critically evaluating others’”. Genevieve Chan, Research and Marketing Associate at the Glassmeyer/McNamee Center for Digital Strategies, took the course because she wanted to be involved in a creative project and meet other staff, faculty and students in the area.

Feedback from Dartmouth staff, alumni, and students has been enthusiastic and positive. Thayer MEM student Audi Okullo took the course for credit. “It was an
excellent class. I learned about what it takes to be an entrepreneur, how to create a business plan, financing options, and how to evaluate a business plan by doing due diligence. I think the biggest impact the class had on me was meeting fellow entrepreneurs and seeing how they have built their businesses, their struggles, and where they are going to next. I am even more determined to be an entrepreneur.”

“Introductory Entrepreneurship was an excellent course for both people that have started an entrepreneurial venture as well as people that are thinking about starting in the future. I really enjoyed having exceptional speakers with diverse experience and knowledge to guide us.”

Samantak Datta, Thayer MEM

Genevieve Chan felt that the course demystified entrepreneurship. “I like how Prof. Fairbrothers assembled a group of experts who gave a comprehensive view on what it takes to start a business. We got big picture views - on concept development, market appeal - and little picture views - what's the difference between a copyright and a trademark, an LLC and a C-Corp. The class helped me see that entrepreneurship is not a mysterious, intimidating venture, with success obtained only by the pre-anointed. Rather it is a real process involving creativity, persistence, and hard work, that, although scary sometimes, can be very rewarding.”

“I liked how this course was more than just catch-phrases and mantras. We got real checklists, and real tools with which we can use to measure our progress. Not to mention great business connections through visiting speakers and panelists” said Genevieve.

“For anyone to teach this subject effectively, they need to have done it themselves, not just written a case about it. The blend of lectures and guest speakers was very effective. We had CPA’s talk about accounting; lawyers talk legal matters, and VC’s talk about financing our companies. The teachings are directly applicable to real world.”

Andrew Grimson T’06

Many Dartmouth alumni expressed appreciation for being included in the course. Mike Moldaver D’82 said “one of the best things about being a member of the Dartmouth alumni community is the ability to take advantage of opportunities such as enrolling in programs like this. It's always invigorating to be surrounded by smart and capable people - it sort of raises the bar on one's own thought processes.”

In the early weeks of the course many interesting business ideas were pitched to the class and several took shape during the remaining weeks. A broad spectrum of ideas including space travel, real estate development, a new regional airline, a vegetarian restaurant, and others were presented to a panel of guest evaluators on March 3rd. It still remains to be seen which student projects will form into real businesses, but according to evaluators several have great potential, among them Pro-Foods and IRBNet.

**Focus on Introductory Entrepreneurship Projects**

**Pro-Foods**

Engineers Audi Okullo D’03 and Safoa Addo Th’00 developed their idea for Pro-Foods as MEM students at Thayer. Without a formidable dairy industry there is a lack of fresh milk for infants in Ghana. Imported dairy products are very expensive and unaffordable for the average household. Both Audi and Safoa have firsthand knowledge of the region and have identified the need for an inexpensive, high protein baby food for infants being weaned. Audi and Safoa used the nine week Introductory Entrepreneurship mini-course to help develop their Pro-Foods business idea. They aim to provide a low-cost, nutritious baby food to address the need for a healthy, affordable and convenient alternative to imported baby food and nutritionally deficient options currently available in Ghana.

90% of Ghanaian women work outside the home and lack time to prepare nutritious meals for their children. Sources of protein are expensive and protein energy malnutrition is the main cause of a high rates of malnutrition and infant mortality. The current alternatives to expensive imported baby food do not provide the required nutrition for growing infants.

Pro-Foods seeks to enrich African infant foods with nutrients by incorporating locally grown foods that are not fully utilized in meals. Their first product, called Pro-Vita, will be a blend of grains and legumes available in Ghana. This product will incorporate underutilized sources of protein such as ground nuts, melon seeds and beans to achieve an 18% protein content.

Safoa and Audi are currently working on the next steps in their Pro Foods business plan and one day they hope to introduce Pro-Vita via samples to local women's groups as well as to nutritional centers run by NGOs.

**IRBNet**

With funding from the NIH, the IRBNet project began in September, 2003. Dartmouth faculty and staff, led by IRB Director Elizabeth Bankert, began collaborating with the Children’s Hospital of Philadelphia to establish a national, centralized and secure web-based IRB database, called IRBNet. An alternative to the current system for organizing and administering clinical trials, IRBNet (www.irbnet.org) is a fully functional online system currently serving members of Dartmouth’s research community.

The current system for clinical trials is paper-based, decentralized, inefficient and costly. New drugs must undergo extensive evaluation before entering the market and the clinical research often requires the involvement of multiple research sites. Each site has its own Institutional Review Board (IRB) that exercises local autonomy and develops individual policies and procedures. This often results in overlapping reviews that delay the completion of research and increase institutional and sponsor costs.

IRBNet is built to federal and industry standards for protocol content and promotes standardization and uniform best practices, while allowing variation in presentation and formatting of study documents. Similar models to centralize the clinical trial process have been built and some research institutions have developed their own systems, but they do not combine the efficiencies of centralization and electronic communication with the effectiveness of diverse scientific and ethical expertise of individual IRBs.

IRBNet’s system requires no delocalization or significant process changes and is ready for expanded use immediately. It is fully functional and is being tested by the Dartmouth research community. IRBNet’s directors have a strong network within the industry and have received positive feedback from researchers, IRBs and sponsors. IRB Director Elizabeth Bankert and Project Manager Kristin Nowak consulted the DEN when first developing the IRBNet concept and took the Introductory Entrepreneurship course to develop expansion plans. By the end of this year, IRBNet hopes to have piloted the system with a few sponsors and research institutions.
With a month-long flurry of events encouraging entrepreneurship, New Hampshire is fast breeding its own brand of March madness. Over 75 entrepreneurs descended on Mount Sunapee resort March 10th for Peak Pitch ’05—a precursor to the Start-Up New Hampshire Business Plan Competition—to present their business ideas to 35 venture capitalists, angel investors and business advisers from across New England.

The New Hampshire twist? These elevator pitches took place on a ski lift. “Peak Pitch was conceived as a fun and innovative way to bring together entrepreneurs and investors," said Phil Ferneau D’84/T’96, Managing Director of Borealis Ventures in Hanover, and an organizer of the event. "It gave people the opportunity to network and get feedback on their plans in a casual setting."

That feedback came just in time to help Peak Pitch participants preparing to submit business plans to the Start-Up New Hampshire Business Plan competition, for which the deadline is March 31st. The competition, started by New Hampshire’s then Governor Craig Benson in 2003, and funded by Public Service of New Hampshire, offers some $250,000 in cash prizes, making it the largest in the world. Businesses must be located in or willing to relocate to New Hampshire to be eligible.

Such a requirement doesn’t pose much of a hurdle for entrepreneurs from the Dartmouth network. Indeed, two DEN teams fared extremely well in last year’s competition: Woomera walked away with $170,000, winning the Biotech category and the overall contest, and Accentus won $40,000 in the financial services category.

When Accentus CEO James Perkins updated the Peak Pitch crowd about his company’s progress, a number of entrepreneurs and investors from the Dartmouth network were on hand to hear it.

Tuck Students Beth Jackson T’05 and Laurie Schrager T’05 helped set the tone for the event, providing a “spotlight pitch” for their start-up, G-Sport, to Village Ventures Chairman and Co-founder, Bo Peabody. The G-sport team—one of the two winners of Tuck’s Advanced Entrepreneurship competition—joined classmate Andy Chun (whose start-up idea, Taste, was the other E-ship winner) and Professor Paul Meaney of Microwave Imaging Systems Technology, pitching businesses from the Dartmouth network. On the investment side, no fewer than eight Dartmouth alums came to hear pitches, including: Bill Bender, D’78, Phil Ferneau D’84/T’96, Steve Gray, D’75, Curt Little, D’64, Chan Morgan T’86, Matt Rightmire, T’96, Mark Stein, D’83 and Susan Woods T’81.

The Dartmouth connections didn’t stop there. Ferneau, a DEN fellow who also serves with DEN Executive Director Gregg Fairbrothers on the Business Plan Competition’s steering committee, moderated a lunchtime investor panel; Jetboil, a DEN company founded by Dwight Aspinwall, D’84 generously donated one of the prizes given to the Peak Pitch entrepreneur determined by a vote of the investors to have the best pitch; and Gigunda Corp, founded by Ryan FitzSimons, D’96, helped underwrite the event.

The inaugural Peak Pitch garnered extensive media coverage, which, along with the presence of former New Hampshire Governor Craig Benson, contributed significantly to the palpable excitement of enthusiastic entrepreneurs who pitched as many investors as had time to listen.

“It was the best entrepreneur/investor conference I have ever attended,” wrote James Andrus, CEO of Manchester-based Netro City and a winner of the Peak Pitch pitch-off contest. “It had something for everyone.”

**Tuck Entrepreneurial Internship Program**

TEIP is designed to build on Tuck’s entrepreneurship courses by helping Tuck students gain the opportunity to work with dynamic startup companies during their summer at Tuck. This experience based learning is valuable for both students who gain practical start-up experience and TEIP host companies who gain the experience and skills of an MBA intern.

Companies under consideration should be U.S. based and should have less than $50 million annual revenue and/or fewer than 200 employees. Each host company will receive $4,000 toward the intern’s base total stipend of $10,000 for the ten-week summer period. If you are interested in applying to be a TEIP company, please contact Jonathan Maslan at Tuck’s Office of Career Services by email: Jonathan.D.Masland@Dartmouth.edu

**WIB and CODE**

by Vivienne Wei D’07

More than 60 undergraduates filled Carson L01 on March 2nd for a lecture on Entrepreneurship. The lecture, given by Gregg Fairbrothers, was both informative and entertaining. The class was geared towards Dartmouth undergraduates with all backgrounds and Mr. Fairbrothers made the event interactive, eliciting comments and suggestions from attendees.

Mr. Fairbrothers emphasized that while it is unlikely that undergraduates with a liberal arts education will start their own businesses right out of college, the entrepreneurial mind and spirit will help them succeed in all walks of life. Students gained a lot from the lecture. "I learned a lot about entrepreneurial characteristics and how a person can mold himself or herself to be an entrepreneur. I look forward to attending future lectures given by Mr. Fairbrothers," said Lina Ngo ’06. Tyler Brown ’07 said that Mr. Fairbrothers "made some very good points about the importance of showing some initiative in schoolwork and internships."
### GlycoFi
**Founders**
Tillman Gerngross, Director and Chief Scientific Officer; Charles Hutchinson, Executive Chairman of the Board

**Started**
2000

**Product**
Therapeutic glycoproteins produced through a unique patented, scalable protein expression technology

**Website**
www.glycofi.com

**Staff**
62 employees

**Intellectual Property**
Working with pharmaceutical companies on setting licenses to use the technology in drug development

**Early funding**
Seed money from Polaris Ventures and Angela Parvi; NIH grants

**Expertise**
Associate professor Gerngross holds several patents on biodegradable polymers and glycosylation engineering. Dean emeritus Hutchinson is the John H. Krehbiel Sr. Professor for Emerging Technologies, emeritus.

**Advice**
Gerngross says, “It’s very important to have patience in developing the technology. We spent a year of planning and designing without concrete data, but once we set things up the research went smoothly, and we were able to catch up on lost time and beat the competition.”

### Ice Engineering, LLC
**Founders**
Victor Petrenko, President and Chief Scientist

**Started**
2001

**Product**
A unique ice interface control technology modifies ice adhesion strength, prevents ice build-up, de-ices surfaces, and controls ice friction between any surface and ice or snow. Applications/products include bridge and powerline deicers, cross-country skis with electronically controlled traction, and a novel icemaker for residential and Industrial refrigeration systems.

**Website**
www.iceengineering.com

**Staff**
our management team and five research assistants

**Intellectual Property**
Dartmouth holds patents; Ice Engineering retains four exclusive field-of-use licenses

**Early funding**
Personal capital investments from previous patents; angels’ investment, and contract work

**Expertise**
Professor Petrenko co-wrote textbooks on ice physics and on the physics of semiconductors. He holds 12 U.S. patents and 15 foreign patents, and has 20 more pending.

**The upside**
“After 30 years doing strictly basic science research, it’s nice to do something that’s really needed.”

**The downside**
As a founder, you take on failure and setbacks personally: “If you have five people on staff, you suffer five times as much.”
### Microwave Imaging System Technologies
- **Company**: Microwave Imaging System Technologies
- **Founders**: Paul Meaney, President; and Keith Paulsen
- **Started**: 1995
- **Product**: Noninvasive imaging system for better breast cancer detection and improved exam comfort.
- **Thayer Colleagues**: Tim Raynolds, research engineer; Peter Robbie, design consultant; Margaret Fanning, consultant
- **Patents**: Two patents, two patents pending, and one new provisional patent
- **Early funding**: SBIR grants from the National Cancer Institute
- **Expertise**: Associate professor Meaney worked in the microwave technology industry for seven years before getting his Ph.D. in biomedical engineering at Thayer School. Professor Paulsen completed his M.S. and Ph.D. in biomedical engineering at Thayer School and researches various imaging techniques.
- **Advice**: Develop a team with complementary knowledge. For example, says Meaney, “If you come from a numerical world, it’s difficult to design a system that represents the real world.”

### Synergy Innovations, Inc.
- **Company**: Synergy Innovations, Inc.
- **Founder**: Robert C. Dean Jr., President
- **Started**: 1996
- **Purpose**: Creation of innovative ventures in nanotechnology, materials processing, thermal sciences, and energy sources
- **Latest venture**: NanoComp Technologies, which produces long carbon nanotubes for structural composites and electro-energy products
- **Website**: www.synnovations.com
- **Expertise**: Known as the “Grandfather of Start-Ups” in the Upper Valley, Dean has founded or co-founded eight high-tech companies: Creare, Hypertherm, Verax, Synosys (now PerSeptive Biosystems), Spectra, Synergy Research Corp, Simbex, and Synergy Innovations. These companies employ numerous Thayer School graduates. Dean is an adjunct professor.
- **Advice**: “Almost all watershed inventions begin with an individual act.”

### Thermal Vision, Inc.
- **Company**: Thermal Vision, Inc.
- **Founder**: Stuart Trembly, Chief Scientific Officer
- **Started**: 2002
- **Product**: System for reshaping the cornea of the eye through controlled, localized absorption of microwave energy. This is a safe, simple, low-cost, vision-correcting alternative to invasive laser surgery.
- **Staff**: Two managers, one engineer
- **Intellectual Property**: Dartmouth College holds the intellectual property; company operates under an exclusive usage license; one patent issued, one patent pending
- **Early funding**: SBIR grant from NIH; seed money from venture capital firms Borealis Ventures and Echelon Ventures; awarded first prize in Greener Ventures business plan competition
- **Expertise**: Associate professor Trembly Th’83 was involved in a previous start-up. For business expertise he turns to Dartmouth Entrepreneurial Network founder Gregg Fairbrothers ’76, Borealis investor Phil Ferneau ’84, Tu’96, and Thayer overseer Ralph Crump ’66.
- **Advice**: “Trust your instincts when assessing people to work with in the business world.”
Start Up New Hampshire Business Plan Competition 2005

**March 31st** is the submission deadline for the most lucrative business plan competition in the world. Start-Up New Hampshire is back bigger and better. In 2003, Public Service of New Hampshire (PSNH) joined with Governor Benson in a public/private partnership to create the Start-Up NH Business Plan competition. Designed to encourage the creation of new business in the Granite State, the competition is funded solely by PSNH with **prizes totaling $250,000**.

Prizes will be awarded in the following categories.
- $130,000 1st Place Prize for Best Business Plan
- $20,000 2nd Place Prize
- $10,000 3rd Place Prize

Three additional prizes will be awarded
- $30,000 Best Biomedical/life sciences
- $30,000 Best Manufacturing
- $30,000 New Hampshire North Country

The competition is open to any team or company presently located in New Hampshire or willing to locate their business in New Hampshire. Winning businesses will be required to remain in NH for a minimum of five years from the time the prize is awarded. Existing businesses must have no more than $250,000 in capital. Finalists will be announced on May 2, 2005 and on June 6th all semi-finalists will present their plan to a panel of judges who will select one winner in each category. The winners in each category will compete for the Grand Prize on June 7th.

A steering committee is overseeing the competition and coordinating all associated events. Professor Julian Lange of Babson College chairs the committee; other committee members include: Warren Lackstrom, former director of the University of New Hampshire's Hamel Center for the Management of Technology and Innovation; Gregg Fairbrothers of Dartmouth College; Phil Ferneau of Borealis Ventures and Dartmouth College's Tuck School of Business; Dick Green from the Grafton County Economic Development Council; Laura Monica of High Point Communications; James McKim of ISRG, Inc.; Patrick McDermott of Public Service of NH; and Jesse DeVitte representing Governor Benson.

To submit your business plan or for more information visit www.nhadvantage.com

**Last Year’s Winners**

**Two DEN Start-Ups win “Start-Up New Hampshire” Business Plan Competition**

**Woomera Therapeutics, Inc**

DEN start-up Woomera Therapeutics, Inc. was the big winner in the Start-Up NH business plan competition last year. Woomera took home the $40,000 first place prize in the Biomedical/Life Sciences category and the $130,000 Grand Prize. Woomera is a biopharmaceutical company developing novel cancer detection methods and therapies based on the tumor-associated expression of vasopressin gene products by most breast and small-cell lung cancer.

Since winning the Grand Prize Woomera has continued developing tools for the diagnosis and monitoring of these cancers and is also progressing in pre-clinical studies of potential drug candidates based on the technology. In addition, the company has moved into office space in Lebanon, NH where it will establish its main laboratories.

For more information visit www.woomeratherapeutics.com

**Accentus, LLC**

Accentus LLC returned to Hanover after last year’s competition with the $40,000 first place prize in the Financial Services Category. Accentus has pioneered auditory display in the sales & trading segment of the financial services industry. Traders in this technologically-demanding industry suffer from extreme visual overload and invest heavily in gaining a competitive advantage through technology.

Since winning the Start-Up New Hampshire business plan competition Accentus has developed and launched the V2 Accentus Auditory Display product, achieved its first customer revenues and gained several new key clients including Morgan Stanley and Barclays Capital. In addition it has rounded out the senior management team as well as a Board of Directors. Accentus continues to get major media attention. It was featured in the *Boston Globe*, *Wired Magazine*, and most recently on NPR’s Marketplace morning report.

For more information visit www.accentus.com
**Ask Mike**

**QUESTION**

How much cash should I hold in reserve?

“One of my board members always complains that we don’t have the ‘right amount’ of cash on hand. Either the cash balance is too high and we’re not investing enough, or it’s too low and we’re living dangerously. The truth is, I don’t have a lot of control over this number: We generate a lot of cash from promotion, so we’re flush just before an event and then we go for a couple of months without seeing much revenue (we also don’t have many expenses in the slow periods, however). What can I tell this guy to get him off my back?”

**ANSWER**

Your director’s complaint is a common one, especially if he hasn’t managed cash in a dynamic situation. His real concern, I suspect, is that he can’t make an informed judgment about the company’s risk of running out of cash. There are few events that cause as much damage as being unable to meet payroll, pay taxes, etc., and it’s entirely appropriate for a director to worry about such things.

To deal with his concerns, I suggest you put together three graphs every month. The first graph shows collections, spending, and the cash balance, by month. The second graph shows how many months of upcoming operating expenses you can cover with the cash you have at the end of each month. You can use these two graphs to explain (1) the rationale in the changes in the cash balance, as well as (2) the risk associated with these changes (fewer months of cash on hand indicates higher risk).

If your forecast indicates light spending for the next few months, for example, it’s safe for you to have a relatively low cash balance at the end of the current month. I’d also add a third graph that would show the sensitivity of changes in the assumptions that underlie your forecast. If customer payments don’t come in when you expect or you get hit with an unplanned expense, will you have enough cash in the bank to protect yourself? Very few managers can answer this question, and your unhappy director almost certainly will be impressed by your cash-management skills.

**QUESTION**

Who should sign checks?

“This is going to sound like a trivial question, but is there a good rule of thumb about who should sign company checks? Our founder insists on signing every check over $100, and he wants a second signature (the CFO’s) on any payment over $2,500. We’re always interrupting him to get checks signed, and sometimes dozens of checks get “lost” on his desk for weeks at a time. It’s a real nuisance.”

**ANSWER**

Yes, I’ve seen this kind of obsession with detail in many growing companies. The CEO complains that he’s being “constantly interrupted,” but he still wants to sign every check, proofread every letter, and sign off on every pro-

It’s also helpful to prepare a list of the checks you issued last month, sorted in ascending order. That will easily show how many small checks your CEO signed and the dollars these checks represented as a percentage of total spending. Chances are, you’ll see an 80%/20% pattern (Paretos’s Law)—that is, 80% of the checks you issued probably added up to not much more than 20% of your total payments. If your CEO signs just the big checks, he’ll be able to watch the company’s outlays almost as effectively as he would by signing all checks.
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Peter T. Glenshaw, Managing Director, Dartmouth Venture Initiatives

Mark Israel, Director, Norris Cotton Cancer Center
Aaron Kaplan, Associate Professor of Medicine & Director, Device Development Lab, DHMC

Fred Wainwright, TU’02, Executive Director, Tuck’s Center for Private Equity and Entrepreneurship. Adjunct Assistant Professor of Business Administration, Tuck School of Business

Accentus Job Opportunity
Accentus is an award-winning technology transfer company. We are leaders in auditory display, transforming the way people interact with digital data. Our technology is based on world-class science and is currently used by top traders on Wall Street. Our customers include Morgan Stanley, Citigroup, Deutsche Bank, and Barclays Capital.

For more information visit
www.accentus.com

Accentus Job Opportunity  Executive Assistant
Great opportunity for a self-starter to learn and grow with Accentus, the world leader in Auditory Display. The successful candidate has the ability to work comfortably with an entrepreneurial organization on an independent and flexible basis. The assistant will perform most tasks at the Accentus main office in Lebanon with telecommuting options, both on a flexible schedule. The position reports directly to the CFO.

Support the executive team and administrative functions
• Perform executive administrative tasks
• Interact with customers, employees, partners, stakeholders via phone
• Perform directed task-level bookkeeping and human resource functions

Qualifications
• Positive, energetic attitude
• Willing to undertake increasing levels of responsibility with experience
• Proficient interpersonal skills — especially on the telephone
• Basic computer proficiency
• Previous office administrative experience a plus.

Address resume with cover letter to hr@accentus.com