

Company: X-Biotix Therapeutics, Inc.

Role: Administrative Assistant/Operations Manager

Job Type: Part-time (~2 days per week)

X-Biotix, a Series A start-up biotechnology company is seeking a mission-driven Administrative Assistant/Operations Manager to join our team. You will be the first non-science hire and will have the opportunity to get your hands into every aspect of the business, including building our culture. The ideal candidate will have demonstrated the ability to analyze a situation, problem solve, and reach out for guidance as needed. Great attitude, self-motivation, and the strong desire to organize are the essential qualities.

Duties & Responsibilities:

- Oversee day-to-day office operations
- Assist the CEO (and CSO, as applicable) on management and administrative tasks, including scheduling meetings, coordinating travel, etc.
- Support controller on certain tasks, including implementation of Quickbooks and internal controls for company
- Order and maintain office and kitchen supplies and placing orders, as needed
- Interact with external collaborators, as necessary, to facilitate scheduling of meetings and information exchange
- Act as website administrator, responsible for additions/ modifications and acting as media contact, as required
- Maintain FedEx account: creating shipping labels and coordinating urgent delivery pick up needs
- Facilitate move into temporary and permanent office space, when appropriate
- Coordinate facilities needs with landlord as well as handling badge and security access
- Support certain HR functions, including recruiting, onboarding, implementing benefits, etc.
- Support CEO in preparation for board meetings, including scheduling meetings, preparing presentations

Qualifications:

- Be able to work in a dynamic, virtual start-up environment
- Undergraduate degree is required with a post graduate qualification favorably viewed
- 4+ years of work experience in fast-paced, start-up environments with ownership of multiple work streams, preferably in biotech or biopharma industry
- Strong MS Word, PowerPoint and Excel capabilities
- Maintain outstanding verbal and written communications skills
- Able to demonstrate an ability to work independently and collaboratively, while effectively managing tasks and priorities to meet schedules and deadlines
- Be able to demonstrate a history of achievement marked by high attention to detail and excellent organization skills
- Anticipate next steps, takes initiative, and is responsive to requests while consistently following through
- Have excellent computer skills and Microsoft Products proficiency (Outlook, Excel, Word, Powerpoint; experience with Microsoft Project preferred)