

Job Description

Division:	R&D
Title:	Executive Assistant
Location:	Hybrid (Tri-State Area)
Direct Supervisor:	Eric Slosberg, CDO, Co-founder
Position Summary:	
<p>We are seeking a proactive, detail-oriented Executive Assistant to support our Chief Development Officer, Chief Medical Officer, and the broader R&D team. This role is critical to ensuring the smooth operation of our fast-paced, cross-functional team, with responsibilities spanning calendar and travel management, meeting coordination, vendor engagement, and general administrative operations. The ideal candidate thrives in a dynamic biotech environment and brings sharp organizational skills and the ability to anticipate needs before they arise.</p>	
Responsibilities:	
<ul style="list-style-type: none"> • Provide daily executive support to the CDO and CMO, including managing complex calendars, scheduling internal and external meetings, and anticipating logistical needs • Coordinate domestic and international travel and conference attendance, including detailed itineraries and expense reporting • Organize monthly team in-person meetings including setting agendas, securing meeting space, planning meals/catering, supporting travel & accommodations, and ensure all logistics run smoothly • Ensure CDO and CMO's expense reimbursements are completed in an accurate and timely manner • Manage team meetings (coordinate schedules, agendas, notes, and follow-ups as needed) and all external meetings as requested by the CDO, CMO, and R&D team • Serve as the point of contact for facilities and administrative services; oversee office supply procurement and inventory • Process, track, and file vendor and Key Opinion Leader (KOL) contracts; ensure alignment with internal workflows and deadlines • Collaborate closely with Corporate Finance to create and manage purchase orders (POs) • Lead or support special projects as assigned; manage timelines, coordinate stakeholders, and drive deliverables 	

Qualifications:

- Bachelor's degree required
- Minimum 3 years of experience supporting senior executives in a high-paced, dynamic environment
- Proven ability to prioritize effectively, manage multiple tasks, and work independently
- High proficiency with Microsoft Office Suite and ability to quickly learn new software/tools
- Outstanding written and verbal communication skills
- Demonstrated success in roles requiring confidentiality, initiative, and judgment
- Flexible schedule to support international teams (China time zone and Pacific time zone alignment as needed)
- Tri-State Area-based preferred; NYC office attendance monthly
- Experience in life sciences, biotech, or pharma preferred, especially in small or mid-sized organizations

This is a full-time role with an annual salary of \$85K-\$95K. Benefits include annual performance-based bonus, generous paid time off, 401(k) with company match, and an employee stock ownership plan.

Equal Opportunity Employer

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected status. We are committed to creating an inclusive environment for all employees.