



Aquinnah Pharmaceuticals Position Description

Executive Assistant to the President & CEO

Aquinnah Pharmaceuticals is an award winning vibrant and growing biotechnology company located at Lab Central, a new state of the art facility in the heart of Cambridge, MA, with a focus on developing novel treatments for ALS, Alzheimer's and other neurodegenerative diseases, based on the biology of RNA binding proteins.

We are seeking an exceptional *Executive Assistant to the President & CEO.*

The successful candidate should be highly motivated, responsible, flexible and enjoy working in a team-based environment with a strong interest in contributing to the discovery of new therapies for the treatment of neurodegenerative disease, by providing operational assistance to the President in managing the organization and core company functions.

Responsibilities include:

- Provide exceptionally focused, high quality Executive Administrative support to the President and CEO
- Key responsibilities include:
 - interfacing with accounting - managing invoices and accounts payable
 - working with human resources - onboarding new personnel, facilitating benefits and 401K administration, and managing vacation scheduling
 - Supporting company operational needs and scheduling
 - Arrange domestic and international travel itineraries, expense reimbursements
 - Create and distribute detailed correspondence: letters, memos, charts, graphs, contracts, agreements, minutes, spreadsheets reports, and assists in presentation building
- Ability to organize work, establish priorities, and accomplish tasks in a deadline and detail oriented fashion
- Contribute to Team Aquinnah on overlapping projects as needed
- Participate in managing grants and contracts, including writing spread sheets, progress reports, budgeting and expenses. Experience in these areas is desirable but enthusiastic candidates with other skill sets will also be considered.



Qualifications:

- Bachelor's or Master's degree required
- 3+ years of executive C-Suite administrative and operational experience in a science or biotechnology environment
- Proven experience supporting senior level management in a fast-paced environment
- Demonstrated professional communications and interpersonal skills interacting with all levels to include Board of Directors
- Exceptional attention to detail, while operating efficiently with multiple projects and company team members
- Proficient oral, written communications and technical presentation skills
- Extensive and advanced working knowledge of MS Outlook, Word, Excel & PowerPoint required
- Experience with expense reporting systems/ software preferred
- Confidentiality: Operate from a position of discerning confidentiality, poise, tact, and diplomacy

Attractive compensation and benefits package available, competitive and commensurate with experience.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, and national origin, disability or protected veteran status.

For further information, visit our website at AquinnahPharmaceuticals.com

Aquinnah Pharmaceuticals
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