



Executive Assistant

LabCentral/BioLabs Executive Assistant

Have you ever wondered what it would be like to be surrounded by entrepreneurs and scientists? Do you see yourself working in a vibrant, collaborative space where impactful and innovative work is done? If you are the kind of person who takes initiative, who can juggle many tasks simultaneously and enjoys solving problems, then LabCentral is great fit for you. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting the successes of our community.

LabCentral, a launch pad for early stage biotech companies in Cambridge, and BioLabs, a premier co-working space for life science startups, is seeking an Executive Assistant to work directly with the LabCentral/BioLabs President — this role requires a high-level of organizational and time management skills, considerable use of tact and diplomacy, and ability to distill complex information into simple concepts. This position will primarily work from the LabCentral office in Cambridge.

You'll be the best fit for this role if you have a bachelor's degree and 5+ years of experience supporting C-Suite leadership. Experience in a startup is a plus. Bonus points if you love waking up not knowing what problem you'll solve today! Hard workers, critical thinkers, detailed-oriented and organizational nuts are encouraged to apply!

What your day looks like:

- Strategically prioritize and coordinate LabCentral/BioLabs President's calendar and meeting schedule
- Organize, attend, and take meeting minutes and action items
- Manage phone calls and emails (screening, prioritizing, proofreading, and editing written communications)
- Work cross-functionally to ensure communication is efficient and clear between multiple teams
- Arrange domestic and international travel plans, itineraries, and agendas
- Manage expense reports
- Assist with projects, research, and reports as requested; in some cases, manage independently
- Maintain confidentiality on all business matters

Some "you shoulds" that will enhance your day:

- Have strong time management, organization, and decision-making skills
- Be confident in your role in wrangling and managing up, out and all around
- Care about the details, every detail, and all the details
- Have highly effective written and verbal communication skills
- Display a high level of interpersonal skills to develop strong relationships
- Figure out how to and where you can add value instead of simply passing along a message
- Be tech savvy and be able to navigate a wide variety of applications and programs
- Love being part of a team while being capable of working independently

What your first six months will look like:

- Shadow and understand the LabCentral/BioLabs President's day-to-day commitments and interactions
- Identify the best way to partner with the LabCentral/BioLabs President and his teams while creating positive relationships
- Engage with our residents, sponsors, and visitors
- Continue to build your skills and set goals for personal and professional growth
- Complete MassBio's Biotech 101 for non-scientists course — if you do not have a science background
- Learn our systems and provide feedback on how to do things better

A snapshot of our benefits:

Premium healthcare and dental package, yearly parking pass or MBTA coverage, long and short-term disability, life insurance, unlimited vacation, and 401(k) package.