



610 Main Street
Cambridge, MA 02139
HR@satellite.bio
<https://www.linkedin.com/company/satellite-bio>

Scheduling Coordinator - Part Time

Satellite Biosciences is pioneering the development and implementation of proprietary, off-the-shelf, implantable satellite organs as living therapeutic solutions that can transform the lives of millions of patients who suffer from serious diseases. Building on 25 years of work in award-winning labs at top academic institutions, the platform is supported by a strong IP portfolio and is backed by a top tier syndicate, led by Polaris Partners.

The **Scheduling Coordinator** will support the administrative scheduling function and activities of the office.

This role is a unique opportunity to join an early-stage, well-funded Biotech startup. You will report directly to the Office Manager and offer support as the company grows into a full-fledged entity in the Massachusetts Biotech community. This position will require approximately 10 -15 hours per week with daily availability and offers flexibility for working remotely.

Responsibilities:

- Works closely with the Office Manager to support the day-to-day coordination involving the scheduling of appointments and meetings for Employees, C-level, Founders, Board Members, Investors and Vendors within a busy growing start-up Biotech environment.
- Manage the scheduling of all meetings and appointments as well as coordinating meeting room availability.
- Work with company's travel vendor.
- Keep stakeholders informed of schedule changes, answer queries, resolve scheduling conflicts.
- Assisting with office related tasks (event planning, IT coordination, filing, organizing, etc..)
- Performs other related duties as assigned.

Required Skills/Abilities:

- Bachelor's degree in office administration or related field is an asset.
- One year of experience required. Experience in a biotech start-up environment is a plus.
- Comprehension of office systems and procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills (board-level communications experience a plus.)
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Professionalism, confidentiality and organization required.
- Proficient with Microsoft Office Suite, Calendly, Zoom and Google Suite.

Please submit your resume (.pdf format) to HR@satellite.bio

As an equal opportunity employer, Satellite Biosciences does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or veteran status. We value diversity and are committed to creating an inclusive environment for team members from all backgrounds.



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