



Position Title: Executive Assistant

Department: Legal

Reports To (title): Sr. Vice President, General Counsel and Corporate Secretary

Location: Boston, MA

Date:

Exempt Non-Exempt

Summary of Position:

The Executive Assistant provides high level business and administrative support; is tenacious and resourceful with a talent for blending creativity and administrative abilities to achieve outstanding results. Enabling those that they support and their teams the ability to focus on core job functions and achieve company goals.

Position Responsibilities:

Executive Assistant responsibilities:

- Provide a broad variety of expert administrative support to Sr. Vice President, General Counsel and Corporate Secretary and Vice President of Intellectual Property. Provides as needed support to the Legal and Human Resources departments.
- Manage all calendar activities and needs; prioritizing time, meetings and availability.
- Coordinate domestic and international travel, including: arranging all aspects of travel logistics (e.g., air, hotel, ground transportation, etc.) and preparing detailed itineraries from departure to return.
- Negotiate and arrange on and offsite meetings and prepare agendas; reserve and prepare conference rooms for meetings, including technology needs and catering as needed; and greet and coordinate activities for guests and other attendees.
- Handle all monthly expense reports including compiling of receipts and expense documentation, completing of online expense form, and submission into Concur for timely reimbursement.
- Assist in the preparation of departmental budgets.
- Process POs for review and approval and track invoices for payment approval.
- Prepare and/or edit presentations, spreadsheets, minutes for meetings and general correspondence.
- Prioritize conflicting needs; manage expectations; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures. Handling last minute changes with confidence.
- Provide copy, fax, mail, Fed Ex and courier services ensuring on time preparation and delivery.
- Assist with special projects as needed.
- Provide backup coverage to support other Executives as needed.
- Provide backup coverage to front desk/reception as needed.

Legal and Intellectual Property functional responsibilities:

- Participate in the preparation of Company Board Meetings.
- Organize and maintain Legal Department files (both electronic and paper), including Company contracts, SEC filings, patent and trademark documents, litigation matters and corporate records.
- Assist in preparation of due diligence materials including the uploading of documents into dataroom.
- Interface in a professional manner with outside Counsels and company vendors.
- Assist with document tasks including drafting, revising, finalizing documents in Microsoft Office and routing for original or DocuSign signatures.
- Assist in the preparation and tracking of various reporting needs.
- Process all agreements/contracts including the creation of appendices, as requested.

Candidate Requirements:

- High school diploma or equivalent; college degree preferred or equivalent job experience.
- 5+ years' experience in an administrative support role, 3+ of those supporting VP-level leaders or above.
- Prior experience working for a pharmaceutical or biotechnology company, strongly preferred.
- Previous experience in a Corporate Legal department including patents and trademarks, strongly preferred.
- Strong ability to exercise considerable judgement and discretion in handling sensitive, confidential business matters and information.
- Ability to handle multiple assignments simultaneously and meet deadlines in a fast-paced and complex environment with competing priorities.
- Exceptional interpersonal, communication (both oral and written), organizational and time management skills.
- Adept at and have demonstrated experience and success interfacing with all levels of internal staff, external clients and vendors.
- Be an enthusiastic self-starter, who is resourceful and creative when solving problems.
- The ability and willingness to learn.

Additional Information:

- Technology needs: Microsoft Office (Word, Excel, and Power Point), Concur
- Travel requirements (%): 10%, as needed