

Growing biotech company in Berkeley, CA is seeking an experienced Executive Assistant to support the C-Suite Executive team. (onsite)

The EA will work in a dynamic and fast-paced environment with a can-do attitude and a strong culture of innovation, initiative, and ownership. This is a mission critical role, providing complex executive support to the leadership team. The successful candidate must be responsive to time sensitive items and maintain a polished and professional demeanor. You must be excellent at multi-tasking, organization and follow through.

Primary responsibilities:

- Act as a point of contact on behalf of Executive team
- Manage CEO/Executive calendars and schedule meetings
- Act as a point of contact for our board of directors
- Schedule board and committee meetings
- Plan and provide logistical support for board meetings, executive and employee offsites and other periodic events
- Make travel and accommodation arrangements for members of the executive team
- Take on discreet projects as they arise, and bandwidth permits
- Create slide presentations for Executive Team

Required experience and skills:

- Must have 8+ years' experience in an administrative role with at least 5 years supporting C-Suite
- Biotech/pharma industry experience helpful
- Strong written and verbal communication skills to effectively liaison between a wide range of stakeholders
- Excellent time management, prioritization, and organizational abilities
- Anticipate needs of the executive team and proactively meet those needs
- Maintain discretion and confidentiality
- Knowledge of Google Workspace and other office productivity tools a plus
- High level of proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Ability to work onsite in our Berkeley, CA office

- Applicants must have authorization to work for any employer in the U.S.