



Job Details

Executive Assistant

Job Code #: 24ADM-2EA
Status: Exempt, Full Time
Reports to: Senior Manager, Corporate Operations
Department: Administration
Contact: careers@actiobio.com

About Us!

Actio Biosciences, Inc., is a drug discovery and development company grounded in the science of precision medicine. Actio is developing a portfolio of drugs to modulate the activity of proteins responsible for rare diseases with the goal to also translate these findings into treatments for common diseases with shared underlying biology. Actio has built an integrated discovery engine with deep human genetics, bioinformatics, and drug discovery expertise. Actio was founded in October 2021, and is funded by Canaan, Deerfield Management, Droia, EcoR1 and Euclidian Capital.

Join the experience of the early stages of innovation and exciting opportunities while playing a meaningful role in providing critical administrative services to support groundbreaking scientific progress that can improve the lives of people living with disease worldwide. At Actio, our employees are passionate about our work and believe in the power of teamwork, collaboration, and mutual respect for every individual, every perspective, every day.

About You!

We have an opening for an Executive Assistant (EA) to provide executive level administrative support to our C-Suite leaders in San Diego, CA. In this role, you will also work collaboratively with other admin team members to ensure seamless and professional operation of office and corporate administrative services. You're a proven professional with excellent organizational and communication skills with a personable disposition as you also understand the impactful role you can play in maintaining a positive work culture, especially in a growing organization. You are highly reliable and a proven self-starter who understands and is attentive to business priorities and can work with little supervision because of your resourcefulness. You will work alongside and report to the Senior Manager, Corporate Operations and other members of the department to support the company's successful organizational growth. This is a unique opportunity to be part of a dynamic team that is committed to excellence.

You will be responsible for:

- Provide executive support to three (3) C-Suite executives: manage their time and coordinate requests including managing calendars that require a high level of coordination, attention to detail and sensitivity.
- Organize meetings and events with individuals or large groups including coordinating conferences, company meetings, guest visits, and managing agendas.
- Prepare documents, meeting agendas, meeting minutes, presentations, and spreadsheets.
- Make travel arrangements and prepare itineraries for travel within the U.S. and internationally.
- Compile business travel and expense reports.

- Assist in other shared general administrative office support including, answering inbound company calls, office organization, mail, filing, scanning, copying, etc.
- Collaborate with other company administrative assistant(s) and provide backup assistance to ensure seamless and high-quality level of support services for office & administrative needs throughout the organization.
- Contribute to a work environment that fosters support, collaboration, professionalism, mutual respect, and focus on unmet patient needs.

You have the following skills and qualifications:

- Bachelor's degree or formal training and certification from a community or technical college in office management, executive assistant skills, or related field. Business administration or communications degree/background preferred.
- Minimum of six (6) years' experience as an executive assistant or office administrator, preferably in the biotech, life sciences industry.
- An equivalent combination of education and experience sufficient to successfully perform the job duties as listed above is acceptable.
- Demonstrated experience managing multiple complex calendars for executives.
- High attention to detail and quality of work product.
- Excellent organization of own work with ability to set priorities and meet critical deadlines with minimal guidance.
- Makes independent decisions within authority, using sound judgments and creative problem-solving in a fast-paced, changing environment.
- Strong work ethic and upholds confidentiality over various sensitive materials and data encountered during work.
- Excellent verbal and written communication and interpersonal skills.
- Positive, service-oriented with thoughtful follow-through on assigned tasks.
- Proactively addresses and anticipates the service needs of the department and organization.
- Highly proficient with MS Office, Adobe, and other tools with ability to quickly learn and utilize various applications to complete assigned tasks.

Why Actio?

The work culture at Actio fully embraces teamwork, collaboration and mutual respect. We believe that our employees are our greatest asset and we strive to create an inclusive and empowering environment where everyone feels valued and respected for who they are. We encourage our employees to bring their unique perspectives and experiences to the table and we believe that this diversity is what makes us stronger as a team. We invest in supporting our employees to succeed both at work and at home, and we believe that a good work-life balance is essential for everyone's well-being. If you thrive in an environment where you are inspired by others and empowered to participate to your fullest potential alongside highly talented and kind human beings - -Actio is the place for you!

We are committed to ensuring all employees, both current and future, receive fair and equitable pay. Base pay is one component of the total compensation package, and is determined within a range according to role, level, and location. This provides the opportunity for growth as you gain experience and develop within a role, while also allowing for differentiation based on performance. The base pay range for this role is between **\$87,000 and \$123,000** and reflects our good faith estimate of the minimum and maximum target for the position as of the date of posting and may be modified in the future. The final base pay within the range will be determined by work location and additional factors, including job-related skills, experience, relevant education or training, and market demand for your expertise.

Benefits programs offered include:

- Medical, dental and vision insurance (employee premiums covered by Actio at 90-100%)
- Health Savings Account with a rich employer contribution
- Mental health and wellness benefits
- 401k plan participation
- Equity Incentive Plan participation (stock options)
- Life/AD&D Insurance (premiums covered by Actio at 100%)
- Weeklong winter holiday shutdown
- Generous paid time off and holiday policies
- Parental, caregiving and various leaves programs
- Flexible and dynamic work environment where unique strengths of employees at all levels are cultivated
- Regular company events and opportunities to participate in team-building gatherings and activities designed to foster open communication and engagement

Details of participation in these benefit plans will be provided with an employment offer. Actio benefits and compensation programs are subject to eligibility requirements and other terms of the applicable plan or program.

Actio is committed to building a diverse workforce and providing equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

The above is intended to describe the general content of, and requirements to perform this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, please send your CV/resume and cover letter by email to: careers@actiobio.com, and reference **Job Code #: 24ADM-2EA** in the subject field.