

Executive Assistant

The Company:

Newleos Therapeutics is a clinical stage neuroscience company co-founded by Longwood Fund and seasoned leaders in CNS drug development. Newleos' clinical-stage pipeline was in-licensed from Roche and includes multiple oral small molecules targeting novel mechanisms across a broad range of indications, including generalized anxiety, social anxiety, substance use disorders, and cognitive impairment.

Position Overview:

The Executive Assistant provides administrative support to the Chief Executive Officer. This is a unique opportunity to join at the start of a promising new biotech. This is a critical role ensuring the CEO's day runs seamlessly, priorities are met, and time is optimized, while also fostering a positive and productive office culture.

This role is based in Back Bay and reports to the Chief Executive Officer. This position supports a weekly hybrid work schedule with 3 days (Mon, Tues, Wed) in office and 2 days (Thurs & Fri) remote.

Responsibilities:

- Manages CEO's calendar, including meeting scheduling (both internal and off-site meetings), accepting/declining invites, and meeting prioritization
- Secures conference rooms, orders catering, runs "day-of" meeting logistics, and provides administrative support
- Prepares meeting materials, including collecting/printing/distributing of agenda, pre-reads, and PowerPoint presentations
- Schedules all Board meetings, call, and Board dinners
- Coordinates visitor registration, including pre-registering and escorting visitors
- Point person for vendor communications for office vendors
- Supports travel logistics, including sourcing/booking flights/hotels for the CEO and occasionally other team members
- Complete all expense reports for CEO in a timely fashion and per company policy
- Performs various supporting tasks such as creating/amending/formatting documents/presentations in Word, Excel or PowerPoint, etc.
- Serves as a technical resource for CEO (i.e; Office badge, Outlook, Teams, Zoom, etc.)

- Coordinates with Human Resources to facilitate interview schedules with candidates
- Assists with the onboarding of new personnel
- Organizes logistics for company activities (off-site, workshops, team events)
- Manages administrative functions for the office
- Point person for ordering office supplies, swag, and snacks and ensures office supplies are always stocked
- Ad hoc projects as assigned by CEO

Qualifications:

- **Education**
 - Secondary education in a related field
 - Notary certification a plus
- **Experience**
 - 10+ years of executive assistant experience
 - 5+ years of experience working in biotech
- **Skills:**
 - Proficient in Microsoft Office suite, including Outlook Calendars
 - Developed time management skills and organizational skills to prioritize work and/or multi-task; autonomously managing multiple projects and competing timelines
 - Keen attention to detail with ability to proactively identify, communicate and address challenges
 - Discretion to handle sensitive and confidential correspondence
 - Proven experience working in a fast-paced environment
 - Excellent verbal and written communication skills, proactively shares key project updates and insights
 - Exceptional interpersonal skills across all levels
 - Team player with a track record of developing rapport and credibility with colleagues
 - Consistently displays sound ethics, good judgement

Newleos Therapeutics is proud to be an Equal Opportunity Employer. Our goal is to have a diverse workforce. We do not discriminate on the basis of race, age, color, religion, national origin, gender, sexual orientation, gender identity or expression, veteran status or disability or any other status protected under federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.