



Senior Executive Assistant

JOB DESCRIPTION

Reporting to the CEO, as the Senior Executive Assistant, you will serve as the primary source of administrative support for the C-Suite, with primary responsibility to the CEO. This critical role will work closely with the CEO to achieve company goals and navigate competing priorities in a fast-paced environment, while interacting frequently with critical internal and external stakeholders such as the Board of Directors, investors, and partners. AIRNA has a diverse team with a culture that is innovative, science-first, collaborative, fast-paced, and fun, and the company is looking for a distinctive individual who is excited about being a key part of building a world-class company.

RESPONSIBILITIES

- Interface with leadership team and key stakeholders on administrative projects, programs and initiatives;
- Maintain the CEO's and CSO's calendars, including scheduling meetings, ensuring the CEO and CSO has scheduled adequate prep time before meetings, responding to invitations and working through scheduling roadblocks using independent judgment and discretion wherever possible;
- When independent judgment is not possible, quickly escalate questions;
- Manage all incoming data (email, phone calls, mail, managing and organizing the flow of communication and keeping track of required action and due dates);
- Coordinate meetings, conference calls and events; reserve locations, send meeting invitations, manage attendee lists, coordinate audio/visual and assist with preparing and distributing materials;
- Track action items and follow up accordingly;
- Administrative duties such as drafting documents, letters, and presentations, proofreading and running compare writes/redlines/track changes, filing/scanning, and record keeping;
- Arrange business travel and accommodations including scheduling complicated long-distance (Europe) travel and getting CEO and CSO to and from meetings on a day-to-day basis;
- Manage CEOs and CSOs expenses
- Work closely with the Chief People Officer on social events, happy hours, other people related initiatives, including interview scheduling for AIRNA and benefit assistance.
- Point person for Organization Chart, key administrative lead and coordination with C-Suite and Board Members
- Office Management: including ordering supplies, lab supplies, and helping out as needed around the office.
- Special Projects as needed by the CEO

QUALIFICATIONS:

- Bachelor's degree and at least 5 plus years working in a biotech company for the CEO.
- Experience engaging with important external stakeholders, including members of the Board of Directors, partners, investors, and collaborators.
- Ability to handle confidential materials and topics in a professional manner.
- Motivated self-starter with a strong work ethic and the ability to work well in a team environment.
- Thrives in a fast-paced environment and a self-starter that is has the ability to be proactive.

COMPENSATION:

AIRNA is prepared to offer the successful candidate a competitive cash compensation package together with attractive equity participation. Additionally, an attractive package of benefits will be provided.

LOCATION:

This role will be based in AIRNA's corporate headquarters in Cambridge, MA.

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