



Title: Executive Assistant/Office Manager

ABOUT THE COMPANY

QurAlis is applying precision medicine to advance a novel therapeutic pipeline for the treatment of amyotrophic lateral sclerosis (ALS), frontotemporal dementia (FTD) and other neurodegenerative diseases. Our stem cell technologies can test efficacy of various therapies and provide a transitional bridge to the clinic enabling target validation, discovery, and molecule selection. We are advancing three antisense and small molecule programs addressing sub-forms of ALS that account for most patients. Together with a world-class network of thought leaders, drug developers, and patient advocates, our growing team is at the leading edge of neurodegenerative research and development.

This past year we were honored to win the Fierce15 and the New England Venture Capital Association's NEVY award for Best Emerging Life Science Company in New England's startup ecosystem. We are pioneers in neurodegenerative disease biology, stem cell and antisense oligonucleotides (ASO) technology, biomarkers, and small molecule design. We are honest and empathetic to our patient community, science, colleagues, and ourselves sharing a common passion to urgently discover new medicines for ALS and FTD. We represent a diversity of backgrounds and value collaboration. We believe that success in treating neurodegenerative diseases will be achieved by being precise - targeting the right patients, identifying the right disease mechanism, and carefully developing disease-modifying, clinically meaningful therapies to improve the lives of patients.

SUMMARY OF POSITION

QurAlis is growing and we are seeking an outstanding Executive Assistant/Office Manager to join our team in Cambridge. This person will be responsible for providing comprehensive support to several executives at QurAlis. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions with a high level of professionalism and confidentiality.

Primary Responsibilities:

Executive Assistant

- Provide seamless support to members of QurAlis executive team, including but not limited to calendaring and high level of (calendar) conflict management, scheduling off site meetings and travel, as well as completing expense reports.
- Greet and assist outside visitors who are meeting with QurAlis executives and create a welcoming environment.
- Ensure (leadership) meetings, including board meetings and logistics are set up with appropriate meals, conference room equipment, supplies, etc.
- Send out pre-approved Company communications on behalf of leaders as needed.
- Other projects/duties as assigned for the overall benefit of the organization.

Office Management

- Serve as the go-to person for all office-related inquiries
- Responsible for employee onboarding (ordering laptops and other supplies, employee badge, etc.) and offboarding (collecting Company equipment, etc.)
- Manage conference room and onsite parking calendars

- Ensure conference rooms are appropriately set up for meetings and technical equipment is in working order
- Assist in coordinating with Company outsourced IT firm, to include communicating when network issues arise and scheduling support as needed
- Maintain inventories for IT, office supplies, and groceries.
- Liaison for building management and facilities
- Maintain office upkeep, including cleanliness and minor repairs
- Point of contact for shipping and receiving services (UPS/FedEx/USPS, etc.)
- Administer corporate meal ordering account
- Responsible for prospecting vendors for Company events and programs

We are seeking the following skills and attributes:

- Minimum 1-2 yrs of experience as an Executive Assistant
- Ability to execute work with a diversity, equity, and inclusion lens
- Strong organizational skills and ability to manage multiple calendars at one time
- Ability to maintain a high level of integrity and discretion in handling confidential information
- Ability to complete high volume of tasks and projects with little or no guidance
- Ability to multi-task between EA and office management duties
- Thrive in an intense, do-it yourself, start-up environment
- Be able to effectively communicate with C-suite leaders
- Be proactive in nature
- Work collaboratively with the entire team
- Ability to work with confidential information
- Intermediate+ Word, Excel, and Power point skills
- Tech savvy is a plus

Benefits

- We offer flexible work arrangements
- Vacation, PTO, and holidays
- Health, dental, vision, and disability
- 401k with Company match
- Public Transportation reimbursement
- Parking Reimbursement

Please submit your interest, including salary expectations and resume to Meredith.Ball@quralis.com.

QurAlis is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law. QurAlis will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.