

Executive Assistant

Why Nuvig

Be a part of a potential game-changer for patients with autoimmune disease! Nuvig Therapeutics is developing therapies that induce endogenous self-tolerizing mechanisms as treatments for autoimmune disease. This mechanism should be active in a broad spectrum of autoimmune diseases, without the inherent side effects and safety concerns that accompany long-term treatment with existing therapies that leave patients immunocompromised, or at risk for cancer. Our Development Candidate NVG-2089 advanced to a Ph 1b in patients early 2024. This is an opportunity to play a key role in the success of an early-stage organization with an early equity position. Join us in making a dramatic difference in patients' lives!

Position Summary

The Executive Assistant will provide high-level administrative support to the CMO and basic support to the clinical development team. The Executive Assistant may be asked to take meeting minutes, deal directly with external partners, manage the process of CDAs or other legal agreements with legal input, schedule meetings, manage travels, and coordinate and maintain calendars. The ideal individual will have demonstrated the ability to exercise sound judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant can work independently on projects, from conception to completion, and must be able to work under pressure at times to handle various activities and confidential matters with discretion.

Responsibilities:

- Act as primary point of contact for internal and external stakeholders, including screening and responding to inquiries.
- Completes a broad variety of administrative tasks for the CMO and clinical development team: manage an extremely active calendar of appointments; complete expense reports; compose and prepare and distribute correspondence that is sometimes confidential on behalf of CMO; arrange domestic and international travel plans, itineraries, and agendas; and compile documents for travel-related meetings.
- Draft and proofread documents, reports, and presentations with a high degree of accuracy.
- Provide a bridge for smooth communication between the CMO, CSO, CEO and other company staff; demonstrating leadership to maintain credibility, trust, and support.
- Work closely and effectively with the CMO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the executive updated. Active engagement to cultivate culture and community within the team.
- Manage the CMO's and some members of the clinical development team's external commitments.
- Run interference with internal commitments (E.g., external Board meetings, invited talks, etc.).
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Assist in the coordination and implementation of special projects and initiatives as directed by the CMO.
- Support development and implementation of new business processes e.g., document management, approval, and archival processes.
- Be the point person for departmental purchases
- Collaborate with peer group for process improvement and team or company-wide events.
- Cultivate and maintain positive relationships with internal teams, external partners, and stakeholders.
- Liaise with other executive assistants and departments to facilitate collaboration and efficiency. Act as and provide back up for other executive assistants.

Job Description



Qualifications:

- Bachelor's degree required
- Strong work tenure: five plus years of proven experience as an executive assistant or similar role supporting C-level executives, preferably in a biotech company
- Experience and interest in internal and external communications
- Proficient in Microsoft Office Suite and Adobe Acrobat
- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail with a commitment to accuracy and quality
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners
- Expert level written and verbal communication skills
- Anticipate the executive's needs and proactively assemble the appropriate people and resources to solve problems
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response
- Highly dependent
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Comfortable troubleshooting basic computer and software issues
- Willingness to step outside of the role and support the team as needed

What We Offer

- A culture inspired by our values: (e.g., patients first, teamwork, scientific rigor and curiosity)
- A collaborative, data-driven pre-IPO start-up environment where we inspire each other to always perform at our best and focus on advancing science that will help patients
- Learning and development resources to help you grow professionally and potential for advancement for stronger performers
- Competitive compensation (Base & Performance Bonus) and stock option package (equity in an early-stage company)
- Rich medical, dental, and vision insurance plans
- Health, Limited, and Dependent Care FSA; HSA with company contributions
- 401(k) with company matching
- Pre-Tax Commuter Benefits
- Paid Term Life and AD&D, STD, and LTD plans
- Employee Assistance Program (EAP)
- Generous company paid holidays and flexible PTO
- Flexible work schedule (on-site/hybrid)
- Kitchen stocked with a variety of healthy and delicious snacks and drinks
- Free electric car charging on site

About Nuvig

Nuvig Therapeutics, Inc., headquartered in Redwood City, California, is a science-driven research and clinical development organization focused on fundamentally transforming how we approach and treat inflammatory and autoimmune diseases. Our first product candidate NVG-2089 is a recombinant, human IgG1 Fc fragment that has been engineered to target inhibitory Fc receptors and modulate immune response. Additional efforts are focused on engineering full-length therapeutic antibodies to maximize their ability to control aggressive autoimmune diseases. The company was founded in 2021 by industry veterans and closed a \$47 million Series A financing, led by Novo Holdings A/S and Platanus, joined by Bristol Myers Squibb, Digitalis Ventures, and Mission BioCapita.