

# Job Description



## Office Manager/Administrative Assistant

### Why Nuvig

Be a part of a potential game-changer for patients with autoimmune disease! Nuvig Therapeutics is developing novel immune therapies to treat a broad spectrum of autoimmune diseases. Our treatments are developed to be active for a broad spectrum of autoimmune diseases, without the inherent side effects and safety concerns of long-term treatment with existing therapies, such as immunodeficiency and increased cancer risk. Our lead therapeutic NVG-2089 is currently in two Phase 2 studies in CIDP and ITP. Nuvig also has a robust discovery pipeline. This is an opportunity to play a key role in the success of a clinical organization working to advance innovative and transformational therapies to improve treatment options for patients. Join us in making a dramatic difference in patients' lives!

### Position Summary

The Office Manager/Executive Assistant will play a vital role in ensuring the smooth day-to-day operations of the company while supporting our executive team and nurturing a collaborative workplace culture. This individual will serve as a trusted partner to the CEO and executive team while also owning the day-to-day management of the office. The ideal candidate will have at least 3 years of administrative support experience, is detail oriented, resourceful, and proactive, capable of managing complex calendars, coordinating meetings and events, and maintaining an organized, welcoming office. This dual-role position is ideal for someone who thrives on multitasking, problem-solving, and keeping both people and processes running smoothly.

### Responsibilities:

#### *Executive and Administrative Support:*

- Serve as a primary administrative partner to the CEO and executive leadership team, acting as a trusted point of coordination.
- Manage complex calendars for the CEO and executive team.
- Coordinate domestic and international travel arrangements, including itineraries, agendas, expense tracking, and expense reporting.
- Coordinate logistics and provide administrative support for meetings with the Board and other external stakeholders.
- Handle sensitive and confidential information with the highest level of discretion and professionalism.
- Act as a liaison between executives and internal/external stakeholders.
- Anticipate executive needs and proactively address issues.

#### *Office Management Responsibilities:*

- Own the overall management and presentation of Nuvig's office space, ensuring a professional, organized, and welcoming environment.
- Maintain kitchen area and keep track of supply inventory; manage purchasing and vendor relationships for the office within budget.
- Coordinate office supplies, vendors, and equipment maintenance within budget.
- Set up conference rooms and IT equipment for internal meetings.
- Receive, sort and distribute mail, incoming packages and deliveries and handle outgoing mail and packages.

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- Plan and coordinate company wide meetings and team events such as offsite gatherings, monthly birthday celebrations, happy hours, etc.
- Nurture the company culture and environment.
- Greeting and checking in visitors, ensuring a professional and welcoming experience.

## Qualifications:

- Bachelor's degree or equivalent experience.
- Minimum 3 years office manager and C-level executive administrative support experience, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Advanced proficiency in Microsoft PowerPoint, including slide design, layout, formatting, and executive-level presentation standards.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Exceptional communication and interpersonal skills.
- High level of discretion and professionalism in handling confidential information.
- Ability to multitask and to work independently and collaboratively in a fast-paced environment.
- Experience recognizing needs, solving problems, and anticipating issues.
- Flexibility and adaptability to changing priorities and demands.
- Early stage biotech company experience is preferred.

The expected base salary range for this role is \$100,000-\$135,000. We encourage candidates of all levels to apply as there is often flexibility on job title and responsibilities. Compensation will be based on a variety of factors, including experience, qualifications and internal equity.

## 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
- Hybrid work schedule ( Tuesday - Thursday in the office/Monday/Friday remote)
- Kitchen stocked with healthy and delicious snacks and drinks
- Electric car charging on site.

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## About Nuvig

Nuvig Therapeutics, Inc., headquartered in the Stanford Research Park in Palo Alto, 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 immunomodulatory Type 2 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. Founded in 2021 by industry experts, Nuvig Therapeutics is well-supported by top tier investors, ensuring robust funding to drive our innovative research and clinical programs forward and has raised over \$200 million since inception.