

Geneva, August 3rd, 2020

Senior Executive Assistant to the CEO & Office Manager 100%

Ref: HR-EA_OM-20200803

The Company

STALICLA is a patient-centric biotech company on a unique mission to identify, develop and bring precision medicine to patients with neurodevelopmental disorders, with a first application in autism spectrum disorder.

STALICLA has assembled a world-class team of experienced drug developers, clinicians and computational systems biologists.

DEPI, the company's unique drug discovery platform, characterizes biologically similar subgroups of patients within highly variable populations of patients with neurodevelopmental disorders, and further identifies tailored treatments.

To support its drug discovery platform and pipeline development, STALICLA has established strong networks within top tier research and clinical centers.

STALICLA's platform has already proven successful in expediting and de-risking a first pipeline, STP1, tailored to a subgroup of patients with autism spectrum disorder which will be entering clinical trials this year. In addition, STALICLA's R&D unit is currently advancing new precision medicine pipelines for two additional groups of patients with ASD.

The Role

As a rapidly growing company, STALICLA is currently expanding its team and opening - for immediate entry - a Senior Executive Assistant to the CEO / Office Manager position.

Reporting to the CEO, the Senior Executive Assistant to the CEO/ Office Manager will be providing a wide range of administrative support to ensure the efficient running of the office.

He/She will be expected to provide advanced support to the CEO through a variety of organizational and administrative tasks and will ensure that his/her duties are performed accurately and delivered with high quality and in a timely manner.

This role is an exciting career opportunity for an experienced, hands-on, fast-learning and dedicated individual willing to join a mission-driven, high-paced environment.

Responsibilities include but are not limited to:

Extensive administrative & personal support to the CEO:

- Manage complex calendar and travel within multiple time zones
- Liaise with third-parties including legal counsels, investors, partners
- Take meetings minutes and track actionable items
- Maintain CEO's and Company's contact lists
- Book travel arrangements and prepare detailed itineraries
- Draft letters and emails (including correspondence requiring some understanding of business strategy and investor relations)
- Book meeting rooms, taxis, couriers etc.
- Run on occasional errands
- Handle every information in a confidential manner

Office Management:

- Answer, direct phone calls or take accurate and specific messages
- Assess and anticipate office requirements (supplies, repairs...)
- Order office supplies and equipment
- Receive, sort and distribute the mail
- Prepare outgoing mail, courier, shipments etc.
- Maintain and participate to the optimization of the paper and digital filing system
- Carry out administrative duties such as copying, binding, scanning etc.
- Greet and assist visitors into the office
- Prepare meeting rooms and serve refreshments
- Review SOPs

Accounting:

- Monitor and pre-review purchase requisitions
- Control office costs invoices
- Prepare expense reports
- Track and draft office and travel costs budget
- Track and draft communication budget

Communication:

- Revise corporate documentation
- Apply minor updates to the Company Website on dedicated CMS
- Provide initial drafts for Newsletters and monitor KPIs
- Post on corporate social media and monitor KPIs
- Support CEO in liaising and managing relationship with communication agency & media

Human Resources:

- Ensure appropriate internal communication
- Identify and report HR related risks
- Handle employees' and consultants' entry and exit administrative processes
- Maintain staff absence records
- Participate in recruitment processes

Requirements:

- Strong and consistent experience as an executive assistant
- Minimum C1 English level - absolutely mandatory
- Minimum B2 French level
- Excellent written and verbal communication skills – impeccable spelling and grammar in English
- Excellent telephone manners
- Proficiency in MS Office in Mac environment - absolutely mandatory
- Typing Skills – minimum 50 wpm
- Project management
- Basic graphic skills
- Excellent time management: ability to multi-task and prioritize work
- Attention to details and problem-solving attitude
- Outstanding organizational skills
- Professionalism
- Discretion
- Flexibility
- Resistance / resilience to stress
- Ability to efficiently manage fluctuating pace and workflow

If you are ready to take on this step in your career, please send your application to info@stalicla.com

Due to a high volume of applications, no information will be provided by phone.

**Apply only if your profile matches the aforementioned mandatory requirements.
Only applications including a CV and a tailored cover letter in English will be considered.**