



**JOB TITLE:** Administrative Assistant – Cambridge, MA

## **ABOUT THE POSITION**

This is a newly-created role at Aurion Biotech, and an exciting opportunity to join our growing team of passionate professionals at the forefront of cell therapy innovation for ophthalmology. As an Administrative Assistant, you will play a pivotal role in collaborating with our team and in accomplishing our mission.

The Administrative Assistant will provide critical and timely support to all Aurion employees. This is an on-site position with a variety of tasks including managing calendars, coordinating meetings, creating internal and external correspondence, and providing Cambridge office support. This role will also be responsible for engaging in event planning and meeting setup.

## **KEY RESPONSIBILITIES**

- Answer phones and front door, greet visitors in a professional manner, and receive and distribute mail and packages.
- Provide support to Senior Leaders in managing calendars as needed.
- Schedule appointments and assist in the coordination and preparation for meetings and presentations.
- Coordinate and organize logistics for external functions including meetings, conferences, entertainment, receptions, and dinner arrangements.
- Coordinate end-to-end travel needs, including booking all travel and hotels, directions, commuting time and ground transportation.
- Monitor Information Technology “help desk tickets” with outside IT service provider. Act as liaison between Aurion staff and service provider through the completion of all “help desk tickets”. Ensure Aurion staff is connecting with service if meeting times are necessary, and that staff is satisfied with outcomes for each “help desk ticket.”
- Maintain filing systems of contracts and other files.
- Monitor office, kitchen, snack supplies and ordering new supplies as needed.
- Monitor janitorial and other maintenance activities to ensure services are being delivered as specified and to keep the office clean, safe and appliances are in good working.
- Input workorders as needed into the Building Management online service tool.
- Liaise with facility management vendors, including cleaning, catering, lab services and security services.
- Assist Human Resources with onboarding of new employees.
- Coordinate and complete special projects.



- Perform other duties as assigned.

## QUALIFICATIONS AND EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree in a relevant discipline, with 5 years of administrative assistant experience preferred.

## REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Excellent verbal and written communication skills.
- Highly organized and with a strong attention to detail.
- Proven ability to take initiative, determine priorities, respond in a timely manner, and exercise good judgement.
- Confidence with significant calendar management.
- Must demonstrate excellent interpersonal skills and a strong customer service acumen.
- Proficient use of computers especially the Microsoft Office suite of applications.

## ABOUT AURION BIOTECH

Based in Seattle, Boston and Tokyo, Aurion Biotech is a clinical-stage biotech company. Our mission is to restore vision to millions of patients with our life-changing regenerative therapies. Our first candidate is for the treatment of corneal edema secondary to endothelial dysfunction and is one of the first clinically validated cell therapies for corneal care. In Japan, we've completed early research, dose ranging and confirmatory clinical studies; and we have submitted an IND to the PMDA for market approval. In the US, we are preparing an IND submission to the FDA. We are growing rapidly and seek to hire highly motivated candidates from diverse backgrounds, cultures, and experiences, who share our values:

**Stewardship:** We make the world a better place for our patients, our communities, our clinicians, and our colleagues. We act responsibly as individuals, as employees, and as a company.

**Transformation:** We embrace our challenges, our successes, and our failures. We are curious, we take risks, and we collaborate.

**Grit:** We break down walls and strive to achieve the impossible. We are persistent and resilient, and we deliver on our commitments.

Aurion Biotech has a lot to accomplish in the next few years and this role is key to our

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success.

The company is backed by leading investors, including Deerfield Capital, Alcon, KKR's Falcon Vision Fund, Flying L Partners, Visionary Ventures, and Petrichor. To learn more, visit [www.aurionbiotech.com](http://www.aurionbiotech.com).