



JOB DESCRIPTION			
Company:	QED Therapeutics, Inc.		
Role Title:	Executive Administrator	FLSA Status:	Exempt
Reports To:	CCO		
Department:	Administration		
Position Summary:	The Executive Administrator will support Chief Commercial Officer and Commercial leadership team to help build the organization as it operates, scaling the company to provide excellent support.		
Job Responsibilities:	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Manage heavy calendars for CCO and Commercial leadership team in a proactive and mindful way with constant communication, follow through and real time schedule adjustments</li> <li>▪ Assist teams with budget, invoices and manage the accurate and timely process of invoices and expenses for CCO which include compiling receipts and tracking reimbursement status</li> <li>▪ Coordinate domestic and international travel arrangements; flights, cars, hotels, restaurant reservations</li> <li>▪ Venue and vendor management including entertainment, lodging and budget control</li> <li>▪ Main point of contact for contracts and important documentations through our contract system</li> <li>▪ Commercial event planning, i.e., ad board, conferences, regional meetings</li> <li>▪ Coordinate meetings across commercial departments Marketing, Business analytics, Market Access, Sales</li> <li>▪ Coordinate large meetings locally, regionally and nationally in partnership with other internal and external stakeholders</li> <li>▪ Interview and recruiting coordination across organization</li> <li>▪ Main point of contact for all field employees</li> <li>▪ Assist admin team with ad hoc projects</li> <li>▪ Liaise between internal and external management team members</li> <li>▪ Believe that no task is too big or too small</li> <li>▪ Take initiative in addressing and resolving potential needs, conflicts or challenges</li> <li>▪ Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions</li> </ul>		



JOB DESCRIPTION			
Company:	QED Therapeutics, Inc.		
Role Title:	Executive Administrator	FLSA Status:	Exempt
	<ul style="list-style-type: none"> <li>▪ Handle confidential and non-routine information and facilitate communication between people and teams</li> <li>▪ Conserve team’s time by reading, researching, and routing correspondence: drafting letters and documents; collective and analyzing information; initiations telecommunications</li> <li>▪ Maintain confidence and protect operations by keeping information confidential</li> <li>▪ Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing person networks; participating in professional societies</li> <li>▪ Occasional commute between SF and PA offices</li> </ul>		
Preferred Education and Experience:	<ul style="list-style-type: none"> <li>• Three years current administrative support at the senior executive level</li> <li>• Previous biotech industry experience, in a start-up company highly preferred</li> <li>• Ability to multi-task and handle pressure well</li> <li>• Exceptional team player</li> <li>• Possess sincere warmth and healthy sense of humor</li> <li>• Savvy with office technologies; Highly proficient with Microsoft suite</li> <li>• Meticulous with detail and precision</li> <li>• Top Notch organizational skills</li> <li>• Should be assertive, proactive, professional and confident</li> </ul>		

Please submit your resume to [careers@qedtx.com](mailto:careers@qedtx.com). For more information, or to learn about QED Therapeutics, please visit [www.qedtx.com](http://www.qedtx.com).