



**Job Posting:** Executive Assistant to the CEO and Executive Team

**Job Description:** Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant also provides support to the senior management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good 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 will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Roles and Responsibilities**

**Executive Support**

- Completes a broad variety of administrative tasks for the CEO and executive team including: managing several active calendars of appointments; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the executive team's schedules are followed and respected. Provides "gatekeeper" role, creating win-win situations for direct access to the CEO's time.
- Communicates directly, and on behalf of the CEO and executive team, with Board members, investors, partners, and others, on matters related to executive programmatic initiatives.
- Provides a bridge for smooth communication between the executive team and external contacts.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

**Administrative Support**

- Assists in coordinating the agenda of senior management team meetings and off-sites, and all-staff meetings
- Answer main phone and relay messages
- Greet guests in a professional manner
- Assists in the planning and execution of officewide events such as Holiday Party, happy hour, team-building initiatives, etc.



### **Qualifications**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and investors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- 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 customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Must be available for occasional after-hour support

### **Education and Experience Requirements**

- Bachelor's degree required
- 1 to 3 years of experience supporting C-Level Executives
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)

**About Camp4:** Camp4 is a well-funded new biotech company that is leveraging a proprietary gene regulation platform to discover medicines to treat a broad range of human diseases.

**Comments:** Excellent benefit package that includes medical, dental, life, 401(k), commuter benefits, gym membership, generous vacation policy, and more. Interested Candidates should forward a resume to [hiring@camp4tx.com](mailto: hiring@camp4tx.com) with Executive Assistant in the subject line.