



## **Job Description**

Executive Assistant / Office Manager  
**SutroVax Inc.**

October 27, 2017

## **Company Profile:**

SutroVax is a biopharmaceutical company dedicated to the delivery of best-in-class conjugate vaccines and novel complex antigen-based vaccines to prevent serious infectious diseases. SutroVax's lead product candidate is a pneumococcal conjugate vaccine (PCV) that is designed to prevent invasive pneumococcal disease caused by *Streptococcus pneumoniae*. SutroVax's broad-spectrum PCV is designed to provide expanded protection against circulating strains of *pneumococcus* and has the potential to replace the current vaccines used in infants and adults. SutroVax has generated pre-clinical proof-of-concept with its broad-spectrum PCV when compared head-to-head to current vaccines using well accepted immunological endpoints. In addition to its lead PCV product candidate, the Company also has a promising antigen discovery effort and early-stage pipeline addressing other disease areas.

SutroVax's conjugate vaccines are developed utilizing the Company's exclusive rights to Sutro Biopharma's Xpress CF Platform, a cell-free protein synthesis technology. SutroVax closed its Series B round in 2017 and is financed by an international syndicate of experienced, blue-chip venture capital and corporate venture investors with \$88M in capital raised since inception.

## **Summary:**

SutroVax is looking for an energetic and talented individual to provide administrative support to the senior management team, including the CEO and CFO. The successful candidate must be a self-starter, someone who is proactive, anticipates needs, and can prioritize duties working in a collaborative team environment in a fast-paced company. Duties require discretion and good judgment. Candidate must possess a high degree of poise and professionalism. Strong business judgment and excellent organizational and communication skills are essential. Candidate needs to be flexible, adaptable, and detail oriented. Must be extremely proficient with various software programs, including MS PowerPoint, Word, Excel and Outlook.

## **Essential Functions:**

- Administrative functions related to the day-to-day activities of the senior management team, including performing general clerical duties such as photocopying, scanning, mailing, answering telephone calls and taking messages, setting up conference calls, facilitating presentations, preparing outgoing mail and composing routine correspondence.
- Coordinating and scheduling meetings, working to determine priorities and resolve schedule conflicts.
- Assisting with travel arrangements and managing travel agency relationship.
- Preparing and reconciling expense reports.
- Organizing and maintaining the corporate file system; managing and maintaining documents and other records.
- Interacting with other senior level executives and business partners comfortably to assist with day-to-day business activities, as needed.
- Ensuring the office is running smoothly; maintaining office supply inventory and equipment, working with vendors, and planning and executing company events.

**Requirements:**

- Bachelor's Degree or equivalent.
- 5 years experience in an administrative role supporting C-level executives.
- Advanced knowledge of MS Office including Word, Excel and Outlook.
- Advanced PowerPoint skills required.
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with passion and enthusiasm.
- Acute attention to detail.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Demonstrated success working in a cross-functional team environment on multiple projects; ability to work effectively as a member of a team to deliver results.
- Strong interpersonal skills, with excellent written and verbal communication skills.

**Reports to:** Director, HR & Administration

**Location:** Foster City, California

**Compensation:**

The compensation package will be competitive and includes comprehensive benefits and an equity component.

**Send resumes to:**

careers@sutrovax.com

SutroVax Inc.  
353 Hatch Drive  
Foster City, CA 94404