



Job Description

Executive Assistant
SutroVax Inc.

February 24, 2017

Company Profile:

SutroVax is an independent vaccine platform and development company whose mission is to deliver best-in-class conjugate vaccines and novel complex antigen-based vaccines to prevent deadly infectious diseases. The company is leveraging its exclusive license to Sutro Biopharma's Xpress CF platforms to perform cell-free protein synthesis and site-specific conjugation for the field of vaccines.

Summary:

SutroVax is looking for an energetic and talented individual to provide executive administrative support to the CEO, CFO, and other members of the senior management team as needed. 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:

- Manage administrative functions related to the day-to-day activities of the CEO and CFO, 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.
- Manage calendars, including coordinating and scheduling meetings, working to determine priorities and resolve schedule conflicts.
- Interface with the Board of Directors and other internal and external stakeholders.
- Coordinate complex travel schedules, including international and domestic travel, and make travel arrangements and prepare and reconcile expense reports.
- Organize and maintain file system, managing and maintaining documents and other records.
- Manage various documents, records and other information, which may be sensitive and confidential in nature.
- Interact with other senior level executives and business partners comfortably to assist with day-to-day business activities, as needed.

Skills, knowledge, and experience:

- Bachelor's Degree or equivalent preferred.
- 5 years experience in an administrative role supporting C-level executives.
- Advanced knowledge of MS Office including PowerPoint, Word, Excel and Outlook.
- 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: President & Chief Executive Officer

Location: Foster City, California

Compensation:

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

Send resumes to:

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