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Operations Assistant

Company Overview

Strand Therapeutics is an early-stage biotechnology company utilizing synthetic biology to genetically program mRNA to deliver truly revolutionary immunotherapies.

Building on the idea of creating smart therapies that are capable of making sophisticated decisions, Strand was started by biological engineers working together at MIT who were seeking to apply the concept to the emerging field of mRNA therapeutics. This collaboration led them to build their own mRNA “programming language,” creating the world’s first platform for mRNA smart therapies.

The founders and scientific advisors of Strand Therapeutics are made up of well-known and highly regarded individuals in both academia and the biotech industry. We are located in the heart of Kendall Square in Cambridge, MA.

Become the next standout single *strand!*

Job summary

Strand is looking to build a team that understands the value of working at a start-up. Joining the company now means having vast opportunities to learn and grow including having the exposure to all aspects of building a company. We are looking for people who have the enthusiasm and motivation to be a highly contributing member of a small team. This opportunity will offer the employee the ability to work closely with the founding team, as well as to form close partnerships with team members during the development and formation of the company.

We are looking for a highly motivated and innovative candidate for the role of Operations Assistant. This individual will work well with a team and independently; have exceptional organizational skills and the ability to multi-task and respond to rapidly changing priorities. Due to the COVID-19 outbreak, this position may start remotely and transition to an onsite position when in-person operations are resumed.

Some of the work you will be doing:

- Provide administrative support to the executive team; e.g. travel (domestic and international), expense reporting, meeting arrangements (internal and external).
- Extensive calendar management, anticipating needs and proactively and effectively managing time accordingly.

- Provide additional support as needed for team including travel coordination for business trips, scheduling ad-hoc meetings, coordinating seminar guests.
- Run day-to-day functioning of the office: order office supplies, purchase computer equipment, software, etc. and manage necessary vendors.
- Support lab staff where needed: packing slip management, purchasing and vendor support.
- Centralizes communication between LaunchLabs team and company and interfaces with all parties on a regular basis.
- Serve as recruiting coordinator and assist in office-wide recruiting activities; manage resumes, schedule interviews, solicit feedback and greet candidates.
- Conduct operations based new hire orientation; prepare office equipment (key access card, parking permit), give tour and schedule all relevant training.
- Manage and handle all purchasing for the lab. This includes the coordination of large capex purchases (purchasing, delivery, installation and training), and the collection and scanning of packing slips

Qualifications:

- Bachelor’s Degree with at least 2-5 years post degree work experience.
- Strong communication & interpersonal skills; written & verbal.
- Working knowledge of Microsoft Office suite; especially Outlook.
- Displays a high degree of maturity, honesty, trust and integrity.
- Highly organized and able to keep multiple parallel tasks separated and on track.
- Attention to detail with a positive attitude and a team-oriented outlook.
- Must be comfortable juggling multiple changing priorities and projects with effective time management.
- Demonstrated ability to mitigate risks proactively and resolve issues.
- Experience with being “the glue” of an organization and promoting a positive and collaborative company environment both internally and externally.

Strand offers a fast-paced, entrepreneurial, team-focused work environment. We also offer a top-notch benefits package (health, dental, life, vacation, and commuter) and work/life integration. Being part of the Strand team allows you to become part of a small team that supports professional development while working together to meet the company goals.

Strand Therapeutics is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, disability, protected veteran status or any other basis protected by applicable law. Strand does not accept unsolicited resumes from any source other than directly from candidates.

Job Type: Full-time

Salary: commensurate with role and experience