



Executive Assistant

Reports to: CEO

Location: Houston, TX (610 South Loop @ 288)

Inquiries and Resumes should be sent to: careers@alaunos.com

About Alaunos

Alaunos is developing commercially scalable, cost-effective T-cell receptor (TCR) T-cell therapies based on its non-viral Sleeping Beauty gene transfer platform targeting solid tumors. The company has clinical and strategic collaborations with the National Cancer Institute and The University of Texas MD Anderson Cancer Center. For more information, please visit www.alaunos.com

Summary

The Executive Assistant (EA) is responsible for structuring, leading and managing the legal function. The position will support the CEO (90% of the time), the Executive Team and Board of Directors, and the overall office. Seeking a highly motivated, flexible and detail-oriented EA comfortable working with lean teams and wearing multiple hats in a smaller company environment.

Responsibilities

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Manage the e-mail inbox of the CEO to assist with follow-up, ensuring timely response, and filing the e-mail into appropriate folders to end the day with no messages in the inbox. Proactively seek direction from the CEO for required action of inbound requests.
- Help other Executive members arrange travel, schedule meetings and other tasks requested.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: scheduling; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports using Concur.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate CEO's needs in advance of meetings, conferences, etc.

- Coordinate Executive Team meetings and team building activities.
- Work with the external investor relations team to coordinate the CEO's investor outreach.
- Manage all aspects of office services. Evaluate and assist in developing office policies.
- Assist in the selection of vendors and replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
- Other projects/duties as assigned for the overall benefit of the organization.

Qualifications

- Must be a self-motivated, hands-on executive assistant comfortable completing a variety of tasks in a smaller company environment
- Team oriented, with exceptional interpersonal skills, a positive attitude, unquestionable ethics and sound judgment
- Ability to work independently and collaboratively, with excellent business judgment and strategic thinking, and a proactive, solution-oriented approach
- Significant executive support experience, including supporting C-level executives.
- Expert proficiency with Microsoft Office especially PowerPoint, Word and Excel.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, and investors.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Ability to switch gears at a moment's notice.

Alaunos is an equal opportunity employer. As an equal opportunity employer, we are committed to a diverse workforce. Employment decisions regarding recruitment and selection will be made without discrimination based on race, color, religion, national origin, gender, age, sexual orientation, physical or mental disability, veteran status or other non-job related characteristics or other prohibited grounds specified in applicable federal, state and local laws.