



## Executive Assistant

### Company:

Visterra is a clinical stage biotechnology company committed to developing innovative antibody-based therapies for the treatment of patients with kidney diseases and other hard-to-treat diseases. Our proprietary technology platform enables the design and engineering of precision antibody-based product candidates that specifically bind to, and modulate, key disease targets. Applying this technology to disease targets that are not adequately addressed by traditional therapeutic approaches, we are developing a robust pipeline of novel therapies for patients with unmet needs. Our most advanced program is in Phase 2 clinical development.

Visterra is a wholly-owned subsidiary of Otsuka America, Inc., which is a U.S. holding company and a wholly owned subsidiary of Otsuka Pharmaceutical Co., Ltd. of Japan. Visterra has approximately 50 employees and is located in Waltham, Massachusetts.

### Summary:

The Executive Assistant will provide high level support to the President and CEO and other members of the executive team and their business priorities. The ideal candidate will be professional, articulate and enjoy working within a collaborative, fast-paced start-up environment. He/She will leverage a broad range of skills with a high degree of professionalism, discretion, initiative, proactivity and collaboration, and exercise good judgment in a variety of situations. He/she must be able to work under pressure with the ability to handle a wide variety of activities with significant attention to detail and handle confidential matters with discretion.

### Key duties and responsibilities:

- Provides high-level executive administrative support to President and CEO and other senior executives of the company
- Regularly handles confidential and proprietary information with utmost discretion
- Proactively manages calendars with the ability to schedule and prioritize meetings, resolve schedule conflicts, and stay several steps ahead to maintain efficiency
- Coordinate and organize international and domestic travel, hotel accommodations, car service, preparation of itineraries/materials, etc.
- Act as point person to schedule and coordinate meetings with visiting executives and affiliate employees
- Act as a key point of contact for members of the Board
- Manage expense reporting in a timely manner
- Manage high level meeting planning and logistics – i.e., Scientific Advisory Board meetings, and team off-sites. This includes preparing and printing materials, comprised of; reports, PowerPoint presentations, spreadsheets, and other documents / materials, as needed

- Arrange off-site meetings including venue, A/V equipment, accommodations, catering, meeting supplies, etc., as needed
- Schedule and coordinate numerous weekly and ad hoc meetings
- Lead ad-hoc projects as requested by the management team
- Strong organizational and administrative skills
- Collaborate with other members of the administrative team

### Minimum Qualifications

- Prior experience with a start-up preferred, but not required
- 10+ years previous administrative experience with 5+ years' experience supporting CEO or other executive level is required. A thorough knowledge of word-processing, centralized file server and standard office equipment is required. Must have advanced skills with MS Word, Excel, PowerPoint and Outlook.
- Knowledge of Concur Business Travel & Expense Software helpful, but not required
- Bachelor's Degree or equivalent combination of education and experience may be accepted as a satisfactory substitute.

### Preferred Qualifications

- Strong organizational skills and superior attention to detail
- Demonstrates ability to anticipate needs and issues before they arise, proactively identify solutions and work independently and collaboratively to problem-solve conflicts
- Exceptional interpersonal skills; poise, professionalism and the ability to build relationships with staff and board members
- Strong problem-solving and decision-making capability
- Highly resourceful team-player, with the ability to 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
- Willingness to assume additional responsibility and learn new skills

### Competencies

- **Adaptability / Perseverance** – Adjusts to working effectively within a variety of situations; adapts enthusiastically to organizational change and to changes in job demands. Shows initiative and demonstrates learning orientation and flexibility. Pursues tasks proactively; with energy, drive and enthusiasm, even in the face of adversity.
- **Coaching / Self Development** – Provides an effective balance of support and direction to help another person achieve a defined goal. Understands and leverages internal and external resources. Continuously educates oneself and mentors others to do the same.
- **Communication and Teamwork** – Effectively expresses ideas in written, visual, and oral context. The ability to work co-operatively with others; the genuine desire to be a part of a team and contribute to organizational and team goals.

- **Job Knowledge** – Achieves and maintains technical and professional proficiency related to current job position and areas of expertise.
- **Results Orientation / Productive Work Habits** – Drives issues to closure and gets the job done. Skilled at analyzing scope of work, as well as planning and executing a successful outcome. Understands and assigns / utilizes resources effectively and efficiently.

**Management responsibilities:** This position does not have supervisory responsibilities

**Travel:** None

*Visterra provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*