



SUMMARY

Bolt Biotherapeutics has an exciting opportunity for a highly motivated Executive Assistant to join our team and play a key role in supporting the executive team developing new treatments for cancer. The candidate will work closely with all departments at a growing biotechnology company located in Redwood City, CA.

RESPONSIBILITIES AND JOB DUTIES

This position will be reporting to the CEO and support senior executive staff. The Executive Assistant will maintain and seek to improve Bolt's executive support and administrative functions to ensure proficient operations. Responsibilities include:

- Support the executive management team, including calendar management, meeting logistics and travel arrangements
- Point of contact for logistics for executive interactions with third parties, including Bolt Board Directors, investors, key opinion leaders and other VIP meetings.
- Supporting senior manager's interactions with vendors, accountants, legal advisors, production of Board materials, correspondence, etc.
- Reconcile executive corporate credit cards including travel expenses, prepare SmartData report for credit card payment
- Responsible for records management for executive staff. Manage and keep up to date the contract and non-disclosure agreement folders. Correspondence folders, Board materials related folders, etc.
- Organize and manage weekly executive lunches
- Plan in-house or off-site activities, like parties, celebrations and conferences
- Provide general support to visitors of the executive team.
- Facilitate website Dropbox/Box and Gmail administration
- Perform other business tasks, activities or duties as required

JOB REQUIREMENTS

- 7 years+ experience as an Executive Assistant
- Knowledge of executive assistant and administrative responsibilities, systems and procedures
- Proficient in using Microsoft Office software suite, Gmail, google calendar, Box/Dropbox, DocuSign, etc.
- Strong verbal and written communication skills
- Excellent people skills to support employee empowered company culture
- Excellent organization, prioritization, and attention to detail
- Strong organizational and planning skills
- Ability to multi-task and adapt to a fast-paced office tempo.
- Trustworthy and discrete in the ability to maintain confidentiality and receive sensitive information

TRAVEL REQUIREMENTS

The role does not require out of state or international travel. Occasional local travel for business needs (catering/food, local license, shipments, etc.)

COMPANY BENEFITS

We offer competitive salary, incentive compensation, excellent benefits (Health/Vision/Dental Insurance, 401k, flexible spending account, paid vacation and sick leave), employee stock option plan, opportunity for growth within this dynamic and fast-growing organization.

Bolt is an Equal Opportunity Employer.

APPLY:

Send a cover letter and resume to hr@boltbio.com