

EXECUTIVE ASSISTANT

Lantern Pharma is seeking an experienced, highly dedicated, and meticulous Executive Assistant to join their collaborative and hardworking team. In this incredibly dynamic role, you will be supporting the top executives at this mission driven company.

The Executive Assistant will be responsible for anticipating the needs of executives and working to streamline daily administrative and operational tasks, while supporting strategic initiatives, functioning as a partner, and managing long-term projects. If you are looking to join a dedicated team and be a part of advancing groundbreaking and innovative research, then we want to hear from you!

RESPONSIBILITIES:

- Partnering with executives to organize their calendars, inboxes, and daily operations
- Meeting coordination and preparation involving high-profile board members and investors
- Managing complex travel arrangements and itineraries, including flights, lodging, and transportation
- Managing and executing seamless internal and external events
- Handling financial matters such as expense reports, invoice tracking, and payroll inputs
- Following-up on emails with internal employees and external collaborators
- Creating and editing documents and web postings
- Communicating with board members and investors
- Supporting ongoing recruiting and research initiatives and other matters as required
- Taking on special projects designated by executives ranging from marketing and business development to accounting, IT, and human resources process improvements

BASIC QUALIFICATIONS:

- 2+ years experience supporting C-level executives and/or working for a public company
- Bachelor's degree from an accredited four-year institution
- Support multiple people and adapt to different personalities
- Ability to anticipate needs and proactively address problems
- Ability to be responsive after hours with a 24/7 mentality
- Strong knowledge of MS Office, Google Docs, and Google Calendar
- Ability to organize documents and data-rooms
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly and with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners
- Demonstrated proactive approaches to problem-solving with strong decision-making capabilities
- Highly resourceful team-player with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrating the highest level of service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Some knowledge or interest in cancer biology, genomics and drug development

Lantern provides multiple growth opportunities and as an early team member, your work will have a direct impact on precision oncology that can transform drug development. In addition to attractive compensation, we offer employees the opportunity for competitive health, dental & vision insurance, stock options in a public company, an opportunity to take leadership on new and meaningful projects, & involvement with leading conferences & industry trade shows.

>>> Contact: jobs@lanternpharma.com