



Position: Administrative Assistant (Level 4, Commercial)

Reports to: VP, Commercial Operations

Summary

The position is key to the success of the Commercial team, providing daily administrative support for the function and other business functions, as appropriate, including general office administration. Opportunities for both in-depth and routine administrative tasks, including but not limited to: preparing reports/presentations, Excel data entry, calendar management, meeting logistics, travel arrangements and some basic financial support. You will be joining an administrative group of 4 and will be responsible for: general office phones, stationary supplies and office equipment maintenance (logging & resolving general issues).

Specific Responsibilities:

- Perform confidential administration functions for VP and team;
- Accurate and timely reporting and processing of invoices and expense;
- Support Business Analyst with amendments to spreadsheets or generation of reports;
- Assist with material preparation/presentation for both internal/external meetings;
- Handle special projects where required by Commercial and other business functions;
- Co-ordinate travel arrangements for Commercial team and other business functions as required;
- Handling International meetings internally and externally as appropriate, including venue and vendor management, travel, entertainment and lodging;
- Support and assist other staff/departments as needed with administrative tasks

Qualifications / Requirements:

- Ability to successfully organise and manage multiple projects with competing priorities and tight deadlines in a fast-paced environment;
- Excellent communication and project management skills;
- Excellent attention to detail, including strong proof-reading skills and numerical skills;
- Good interpersonal skills with the ability to work with a wide variety of internal customers and external business contacts;
- Flexibility to work with transatlantic commitments;
- Demonstrate the highest degree of confidentiality, integrity, and professionalism;
- Strong decision-making, problem-solving, time management, and organizational skills;
- Self-starter with ability to deal with ambiguity by using good judgment;
- Team players only;
- Model the company's core values to achieve service excellence, meet and exceed organizational objectives and support fiscal responsibility

Preferred Experience, Special Skills, Knowledge:

- Previous finance experience, advantageous;
- Previous experience as an administrator, essential;
- Life science/biotech experience, preferred but not essential;
- Well versed in current technology (PowerPoint, Word, Outlook); advanced skills in Excel

About Aimmune Therapeutics, Inc.

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources (careers@aimmune.com) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.