



**Position: Executive Assistant**

**Reports to: CEO**

**Location: Brisbane, CA**

### **Summary**

This position ensures that the CEO's workflow and schedule is on track and aligned with Aimmune's priorities. The work will encompass both in-depth and routine administrative functions including daily support in office administration, calendar management, meeting logistics, travel arrangements, event planning, basic research and preparing reports and presentations. Primary support will be for the Brisbane, CA office and the London, UK site as needed.

### **Specific Responsibilities:**

- Coordinate with the CEO on Board and Audit Committee matters including all logistics and planning necessary to execute on them. Interact with Board and/or Committee Members as it relates to calendars, meetings and materials.
- Heavy calendar management of multiple calendars including meeting logistics and travel for local and international meetings, both in-house and offsite. Identify, communicate and resolve calendar conflicts.
- Venue and vendor management, travel including air and ground transportation, entertainment and lodging.
- Assist with material preparation/presentation for both internal/external meetings
- Receive and direct external visitors
- Prepare and manage business correspondence including reviewing, typing, copying, file maintenance, etc.
- Maintain an efficient flow of information between all levels including internal and external contacts on a wide spectrum of plans and priorities.
- Assist team with budgets, invoices, and manage the accurate and timely processing of invoices and expenses, which includes compiling receipts and tracking reimbursement status.
- Provide coverage for others on the Administrative team, including the Reception area.
- Assist with performing basic research to prepare for meetings related to evaluation of business development opportunities.
- Additional tasks and responsibilities will evolve along with the needs of the department.

**Qualifications / Requirements:**

- BA / BS degree or equivalent work experience
- 10+ years of direct experience combined with a strong interest in the biopharmaceutical industry

**Preferred Experience, Special Skills, Knowledge:**

- Experience managing multiple calendars with competing priorities and composing business correspondence.
- Experience supporting multiple Executives and Directors in a fast-paced environment, as part of an administrative support team.
- Proven ability to handle confidential information with complete discretion and maturity, and the ability to deal with ambiguity by using good judgment.
- Strong organizational skills that reflect the ability to perform and prioritize competing tasks.
- Flexibility to work with transatlantic commitments.
- Strong decision-making, problem-solving, time management, and organizational skills.
- Great interpersonal skills with the ability to work with a wide variety of internal customers and external business contacts.
- Excellent attention to detail including proofreading skills.
- Excellent written and verbal communication skills.
- Highly proficient with MS Office.
- The willingness to go above and beyond to get things done.

**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](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.