

Position:

Executive Administrative Assistant

About the Company:

Dren Bio (the “Company”) is a privately held, pre-clinical stage biopharmaceutical company focused on developing therapeutic antibodies for the treatment of cancer, autoimmune and other serious diseases. The Company’s management team and scientific advisors have profound expertise covering the discovery and development of engineered antibodies designed to selectively target and deplete pathological cells. Dren Bio’s pipeline is currently comprised of two distinct programs. The first program surrounds DR-01, the Company’s lead product candidate, which induces antibody-mediated killing of a cell type that is responsible for a multitude of hematologic malignancies and plays a key role in various autoimmune diseases. The Company’s second program is a proprietary antibody-based technology platform, its Targeted Myeloid Engager, which utilizes a novel mechanism of action to selectively engage myeloid cells for the targeted depletion of diseased cells and disease-inducing agents, as well as to induce immunostimulation.

Function:

Corporate

Level:

Executive Support

Location:

Redwood City, CA

Reporting Manager:

Chief Executive Officer

About the Opportunity:

Dren Bio is seeking an Executive Administrative Assistant to support the Chief Executive Officer and other key executives. The Exec Admin will make high-level contacts of a sensitive nature inside and outside the company including investors, bankers, research analysts, collaborators, physician investigators, patient advocacy organizations, vendors, and others. The ideal candidate is someone that understands the nuances and importance of supporting a fast-moving executive leadership team with multiple priorities as the company prepares for rapid growth as a preclinical stage start-up with vast potential. While the primary responsibilities of the role will revolve around providing high-level and confidential administrative support, the Exec Admin will also temporarily be responsible for general office management tasks, as well as having career development opportunities to partner closely with the executive leadership team on special projects.

Role and Responsibilities:

Executive Support (CEO, CMO, SVP Finance)

- Make high-level contacts of sensitive nature internally and externally, handling information and details of a highly confidential and critical nature, including as liaison with the Company’s Board of Directors and investors.
- Heavy calendar management including the ability to determine priorities and resolve schedule conflicts. Organize and manage meeting logistics (e.g. scheduling, room preparation, catering, etc.). Create and maintain associated contact database.
- Coordinate complex travel itineraries and related meetings to include domestic and international arrangements. Proactively coordinate the pre-planning of travel with various internal functions, including agendas and necessary contacts, information, and other necessary preparations.
- Handle registration and attendance of executives at investor conferences, medical meetings, etc.

- Reconcile monthly credit card statements and process expense reports in a timely manner and consistent with Company policies.

Office Management

- Manage the day-to-day operations of the front office, including answering main office phone and directing calls to appropriate individuals. Receive, sort and distribute incoming mail. Serve as gatekeeper by greeting visitors and determining whether they should be given access.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Prepare and coordinate office shipments, including creation of shipping labels for outgoing correspondences/packages.
- Regulate use of conference rooms.
- Coordinate the purchase of snacks for the kitchen and order and set up recurring company luncheons.
- Support with scheduling, set up and communication associated with company-wide trainings and other meetings.
- Take lead in planning and coordinating company-wide social events.

Education, Experience and Qualification Requirements:

- 5+ years' of administrative experience with at least 2+ years supporting executive level leadership (VP+).
- Direct experience interfacing with bankers, analysts and investors.
- Biotech experience a major plus.

Core Competencies, Knowledge and Skill Requirements:

- Exceptional interpersonal skills, including ability to build trust and effective working relationships with various personalities. Exhibits polite and professional communication at all times in person, via phone, e-mail, and mail.
- Strong work ethic with a sense of urgency, ownership, and ability to thrive in a fast-paced intense environment while also maintaining a positive "can do" attitude.
- Excellent organizational skills and demonstrated ability to work under tight and changing time constraints including meeting deadlines. Ability to successfully handle multiple projects at one time (multi-tasking) by establishing priorities. Demonstrated sound judgement and effective decision making.
- Extreme attention to detail. Excellent written and verbal communication skills and effectively communicate and partner with all levels of the organization and external parties (e.g. board members, investors, partners, vendors).
- Technically savvy with strong computer skills, including proficiency in Microsoft Office 365 (specifically Outlook), video conferencing software (e.g. Teams, Zoom, WebEx), expense reporting software (e.g. Concur), and strong internet research skills.

Salaries, Benefits and Other Employee Perks:

Dren Bio strongly believes in investing in, and rewarding, its employees. This philosophy is embodied in the Company's total rewards program, which includes competitive cash compensation, equity incentive awards, and employer sponsored benefit offerings. Exact cash and equity compensation shall be commensurate with candidate's experience and qualifications.

Employment Practices:

Dren Bio is an equal opportunity employer. Employment decisions are based on merit and business needs. Dren Bio will not discriminate against any job applicant because of race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, gender identity, medical condition, pregnancy, marital status, veteran status, or any other characteristic protected by federal, state or local law.

Interested Applicants:

Please send resume and cover letter to careers@drenbio.com