



## Administrative Assistant/Office Manager

### Full time Opportunity

Location: Cambridge, MA

[www.vaxess.com](http://www.vaxess.com)

Vaxess is a fast-growing company based in Cambridge, MA, backed by various venture capitals and the Bill and Melinda Gates Foundation, developing the novel **MIMIX smart release patch**.

MIMIX is a painless band-aid style product that is applied on the skin for only few minutes but able to deliver medications for weeks, after being quickly removed. The patch is painless, does not require refrigeration and it is more efficacious than existing approaches, thanks to Vaxess patented smart release technology.

Vaxess is committed to enabling new products that are not only more effective, but also accessible to patients from the comfort of their homes or anywhere around the world.

This Administrative Assistant and Office Manager hybrid position will focus on supporting the Vaxess executive team, ensuring that the office and the lab are running smoothly, and assisting with day by day tasks such as HR, project management, procurement, meeting scheduling and general operations as needed.

### Responsibilities

- Support the Vaxess executive team in project reporting, scheduling, and related tasks
- Lead lab procurement, including ordering, receiving materials and supplies and recording expenses
- Managing the office's calendar and ensuring there are no scheduling conflicts
- Work closely with the accounting team to track project's expenditures and prepare monthly reports
- Coordinate activities and plans with external partners and stakeholders
- Responsible for project reporting and operational activities

### Qualifications

- Minimum a BS in Management, Finance, Economics, Biochemistry, Engineering, or related discipline
- Excellent verbal and written communication skills
- Adeptness in learning, problem solving, thinking independently, and collaborating with the team
- Passion for applying science and technology to solve major global health problems

*Vaxess, a venture-funded biotechnology company, is building a team of exceptional people to rapidly advance our internal R&D and external scientific collaborations. We work closely as a team and thrive in a dynamic, exciting, and engaging work environment. If you're interested in joining the Vaxess team, submit your CV/resume to [livio@vaxess.com](mailto:livio@vaxess.com) and include "Administrative Assistant" in the subject line.*