



**Job title:** Contract and Executive Administrator

**Reports to Title:** Works directly and is supervised by VP, Corporate Development and other executives

**Category:** Exempt

**Department:** Corporate Development

### **Position Summary**

This person will be responsible for making a difference for the Corporate Development department. Main responsibility will be to perform contract and administrative work of a complex nature relating to external business development and legal matters. The role requires this person to be meticulously organized and enjoy working in a multi-tasking environment. Must have the ability to draft reports, correspondence, manage Excel files, generate PowerPoint presentations and organize legal documents. Assignments involve work of a confidential nature and regular communication with external parties, necessitating considerable discretion judgment, tact and professionalism. Also is responsible for managing and prioritizing day-to-day activities for the VP Corporate Development and other executives. Must exemplify a professional work attitude and be able to work independently based upon direction provided by the VP Corporate Development. Experience in a biotech and/or legal environment is a plus.

### **Essential Functions**

- Meets daily (in person or by phone) with supervisor(s) to provide relevant information summaries regarding completed and follow-up tasks.
- Responsible for supporting the management and administration of a wide variety of legal documents, including contracts, intellectual property files and related correspondence.
- Creates, organizes and maintains databases in paper and electronic format in accordance with document control processes, including entry of new information into such databases with precision.
- Recognizes and recommends where processes can be improved and takes initiative to improve them.
- Provides and receives confidential information concerning matters directly to the VP Corporate Development.
- Manages complex calendars including scheduling of appointments and meetings, monitoring meeting times, providing reminders, providing directions, rescheduling and communication with multiple parties.

- Screens incoming calls, e-mails and correspondence and responds independently as appropriate.
- Composes and prepares routine correspondence and reports.
- Orchestrates meeting logistics, assists with agenda preparation, gathers information and prepares material.
- Coordinates and schedules domestic and international travel arrangements and visa/passport requirements as requested.
- Prepares and reconciles expense reports in an accurate and timely manner.
- Interfaces with external partners, and may interface with Board members and investors.

#### **Additional Responsibilities:**

- Work in a team effort with other Administrative Staff to coordinate various activities.
- Responsible for taking notes and drafting minutes for meetings.
- Performs such other duties as may be assigned.

#### **Job Requirements and Qualifications**

##### **Education:**

- Bachelor's degree and/or Paralegal certificate preferred.

##### **Experience:**

- At least eight (8) years of performing complex and responsible administrative and paralegal duties for the biotech industry or legal firms.

##### **Knowledge Requirements:**

- Computer literate including word processing (MS Office-based Application), email (Outlook), spreadsheets (Excel), databases (Access), and presentation (PowerPoint) or equivalents.
- Knowledge of medical, and/or scientific terminology is a plus.

##### **Personal Competencies:**

- Must be able to prioritize and manage time effectively for self and executives.
- Ability to perform flawlessly and professionally in a fast-paced environment - along with the grace and willingness to change direction when circumstances demand.
- Ability to detect and correct input errors and system errors related to the contract tracking systems.
- Discrete, proactive, collegial, positive thinker, good negotiator.
- Superior verbal, written and overall communication skills including proof-reading.
- Effectively collaborates with a variety of people and job functions, with an ability to juggle and accomplish multiple tasks of varying priorities, complexity and scope.

- Demonstrates strong business judgment, professional etiquette and organizational, analytical and problem-solving skills.
- Strong interpersonal skills with the ability to deal effectively with all levels of management within AnaptysBio and its staff, as well as with outside constituencies.
- Social skills and graces on phone and for planning events (everyone is ‘most important’).
- Team player, intensely committed to success and getting the job done well.
- Self-motivated, independent, and results-oriented.

#### **Other Information**

- Position may require occasional evening and/or weekend commitment.
- Position might require lifting up to 20 pounds.
- Position may require occasional travel.

#### **The Company**

Founded in 2005, AnaptysBio, Inc is a privately-held therapeutic antibody product company and the leader in the use of somatic hypermutation, or SHM, for antibody discovery and optimization. SHM is the body’s natural process for generating potent antibodies to fight disease. The Company’s SHM-Platform™ utilizes the key components of SHM and other techniques to generate antibodies for therapeutic applications through an iterative process of natural evolution and high-throughput selection – a process that has been referred to as “naturalizing” antibodies. This versatile platform can be used both to discover and optimize antibodies directed at specific disease targets and also affinity mature existing antibodies to improve their binding properties.

The company has established broad intellectual property around the use of SHM for therapeutic antibody applications, and is currently building a pipeline of novel therapeutic antibody product candidates. In November 2007, the Company announced that it had raised \$33.9 million in a Series B equity financing.

**Interested candidates should forward resume to: [jobs@AnaptysBio.com](mailto:jobs@AnaptysBio.com) and refer to job code CD10-01.**