



Administrative Assistant

Date posted: December 09, 2019

Location: New York, NY

About HOOKIPA:

HOOKIPA Pharma Inc. (NASDAQ: HOOK) is a clinical stage biopharmaceutical company developing a new class of immunotherapeutics targeting infectious diseases and cancers based on its proprietary arenavirus platform that is designed to reprogram the body's immune system.

Position Summary:

We are looking for an **Administrative Assistant (full-time)** to join our highly motivated and dedicated team at HOOKIPA Pharma. The successful candidate shall have experience with office administration, calendar management, and meeting organization. This position requires excellent organizational ability and a high level of confidentiality.

Responsibilities include, but are not limited to:

- Be the point of contact for all reception and office matters
- Provide administrative support for our office, ensuring all team members have access to the tools they need for their jobs, including office supplies and equipment (i.e. printer), hardware, software, telephone, internet, and IT support. The candidate does not need to be an expert to these tools. The candidate will be the point of contact and liaise with the service provider(s) to resolve issues when they do occur.
- Maintain a well-organized, secure and presentable working environment.
- Liaise with building management, cleaning vendors and other outside vendors to maintain the office.
- Arrange domestic and international travel arrangements and create detailed itineraries, as needed. Consolidate the receipts from business travel and prepare expense reports.
- Place food orders for breakfasts/lunches and special events as needed.
- Manage on-boarding process of new employees.
- Correspondence with external vendors, partners, and contracts.
- Assist in various ad-hoc projects as needed.

Skill and Qualification requirements:

- At least 3 years of previous experience as an office manager or administrative assistant
- Strong organizational skills and meticulous attention to detail.
- Ability to handle sensitive and confidential information appropriately.
- Excellent phone, written and in-person communication skills.
- Strong interpersonal skills.
- Perform and prioritize multiple tasks effectively.
- Ability to problem-solve and actively think of solutions.
- Solid computer skills with proficiency in the use of Microsoft Office Products such as Excel, Word, PowerPoint, Google Docs & QuickBooks, SAP experience is a plus.
- Have a strong work ethic and excellent time management skills.
- College degree from an accredited college or university is a plus.



What we offer:

- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- Excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

Starting date: as soon as possible

Contact:

If you are interested in this challenging position, please send your CV including cover letter and credentials to: **talent@hookipapharma.com**

For more information on HOOKIPA please visit www.hookipapharma.com