



Office Manager

SUMMARY: Icosavax, Inc. is a biotechnology company focused on developing potential “best-in-class” vaccines for respiratory diseases in older adults using a protein-based virus-like particle (VLP) vaccine platform. This VLP technology allows for stable, multivalent display of immunogens, driving a more robust immune response, and therefore should yield improved efficacy compared with conventional approaches. Icosavax has an experienced management team and has raised over \$160M to date. Icosavax has a SARS-CoV-2 vaccine candidate in clinical studies and a respiratory syncytial virus (RSV) vaccine candidate expected to move into clinical studies in the 2nd half of 2021. Icosavax is rapidly developing a broad pipeline of other vaccine candidates using the VLP platform technology.

Icosavax seeks to hire an office manager. The ideal candidate will be organized, hands-on, detail oriented, and have a strong work ethic. The main objective of the role will be to support our rapidly expanding team and footprint, serving as the primary manager of day-to-day office operational needs, logistics, and event support. Based in Seattle, WA, this role will report into the Chief Business Officer.

ACCOUNTABILITIES:

- Responsible for day-to-day office operations including organization and coordination of office administration and procedures to support organizational effectiveness, efficiency and safety.
- Working with internal and external stakeholders, responsible for coordination (e.g., scope/schedule/book location, distribute materials, manage follow-up communications) of company-wide meetings and events such as:
 - Board of Directors and associated committees
 - Scientific Advisory Board and external Development team
 - employee dinners, social hours, etc.
 - staff retreats
- In conjunction with external HR firm, support new employee onboarding process by assisting with set-up as needed.
- Oversee planning and purchasing of office equipment, office supplies, kitchen supplies, corporate gifts and catering orders and manage vendor relationships.
- Manage office equipment, service and shipping vendors, office software licenses
- Space planning and management including:
 - space assignments for on-site personnel
 - set up employee workstations
 - supporting remote employees to ensure workspaces available when in home-office



Icosavax Job Description

- on-site and local parking assignment process
- Serve as liaison to outsourced IT service provider including:
 - ensure all AV/Audio operations are fully functional
 - maintain email distribution lists
 - coordinate set up of new account users
- Work with Operations and IT internal and external resources on special projects including future office planning and move
- Other duties as assigned.

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

Education:

- Minimum of bachelor's degree preferred

Experience, Knowledge and Skills:

- Minimum of 5 years experience in office management within the pharmaceutical, biologics, or other related industries. Preference for past experience in a start-up environment.
- Demonstrated knowledge of administrative management practices and procedures.
- Excellent oral and written communication skills.
- Demonstrated ability to work in a fast-paced environment and manage multiple priorities
- Excellent project management skills
- Excellent attention to detail and problem solving skills
- Team player with great people skills
- Excellent working knowledge and experience of Microsoft Office (Word, Outlook, PowerPoint)

PHYSICAL DEMANDS:

- Manual dexterity required to operate office equipment (i.e. computers, phones, etc.).
 - Ability to lift at least 25 pounds
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OTHER:

- Location is Seattle Washington, USA.
- Must be eligible to work in the USA

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