



Executive Assistant

SUMMARY: Icosavax, Inc. (NASDAQ: ICVX) is a publicly traded biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Based in Seattle, Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases.

Icosavax seeks to hire an Executive Assistant to join our rapidly growing team in Seattle. The Executive Assistant will provide support to our executive leadership team and the HR function. The ideal candidate will be a proactive problem solver with strong written and oral communication skills, exceptional attention to detail, and the ability to exercise good judgment in a diversity of situations and manage multiple priorities in a fast-paced office environment.

JOB DUTIES:

- Manage calendars for executive team, including complex meeting scheduling (both internal and off-site meetings), meeting prioritization and logistical support.
- Work with internal and external stakeholders, coordinate Board of Directors, investor, and business development meetings and manage distribution of associated materials.
- Assist with special event planning and orchestration including company-wide meetings, events, retreats, employee dinners, social hours, etc.
- Arrange executive travel and manage expense reporting.
- Handle incoming and outgoing phone and electronic communications to the corporate phone number or e-mail account; route incoming messages to appropriate party quickly and efficiently.
- Manage sensitive matters with a high level of confidentiality and discretion.
- Assist with visitor registration, including pre-registering and escorting visitors.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports and other documents including presentation decks and budget tracking.
- Manage execution of documents and contracts; assist in filing documents and maintaining filing system; provide additional administrative and office support to the executive team.
- Proactively look for opportunities to optimize processes and increase efficiency.



Icosavax Job Description

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

Education:

- Bachelor's degree

Experience, Knowledge and Skills:

- 5+ years' experience in administrative roles reporting directly to executive management.
- Solution-oriented with ability to independently assesses and develop innovative solutions.
- Superb written and verbal communication skills and attention to detail.
- Full proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems. Proficiency in Diligent preferred.
- Flexible team player with ability to thrive in a dynamic, high growth environment; adaptable and enjoys a challenge.
- Excellent organizational and project management skills; ability to manage multiple priorities and meet deadlines.
- Demonstrated ability and temperament to work with sensitive information.
- Experience developing internal processes and filing systems.

PHYSICAL DEMANDS:

- Manual dexterity required to operate office equipment (i.e. computers, phones, etc.).
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OTHER:

- Location: Seattle, WA
- Must be eligible to work in the USA
- To reduce the presence and severity of COVID-19 cases in the workplace and in our communities, Icosavax requires all newly hired employees to be fully vaccinated against COVID-19 before commencing employment, subject to reasonable accommodation and other requirements of applicable federal, state and local law.

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