



## Job Announcement

# Senior Corporate Paralegal

### SUMMARY:

Icosavax, Inc. is a publicly traded (NASDAQ: ICVX) 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). 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 has an experienced management team, has raised over \$350M to date, and is in Seattle, Washington. Icosavax is based in Seattle.

Icosavax seeks to hire a Senior Corporate Paralegal to join its growing team. The Senior Corporate Paralegal will have primary responsibility for the entire contract process including managing, reviewing, negotiating, and maintaining company contracts, in partnership with key internal departments and counsel. Based in Seattle, WA, this role will report into the General Counsel.

The successful candidate will be highly self-motivated, a quick learner, organized and productive. They will have experience with biotech contracting including standard research, clinical and manufacturing contracts, and the ability to multi-task and meet deadlines in a fast-paced growth environment.

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### RESPONSIBILITIES:

- Review, draft and negotiate company contracts.
- Manage the contract process including intake from teams across the organization, tracking contracts status, managing external counsel, interfacing with external counterparties, coordinating contract execution and maintaining the company's contract records.
- Provide contract administration including developing and maintaining contract database, training employees in contract review process, identifying contract process improvements, developing user guidelines, and drafting agreement templates. Promptly respond to a variety of service requests as the point of contact between business teams and the legal affairs department.
- Maintain metrics and prepare reports on the contract process and support the optimization of processes as the organization grows.



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- Perform additional legal affairs duties as appropriate.
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#### **EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:**

- Bachelor's degree from an accredited institution.
- 5+ years of experience as a paralegal for a top law firm and/or relevant experience in house at a private or public company.
- 5+ years relevant experience in biotech / pharma / life sciences industry preferred.
- Strong contract knowledge and excellent drafting skills; familiarity with standard biotech research, clinical and manufacturing contracts.
- Ability to handle competing demands and deadlines in a fast-paced environment.
- Strong organizational skills and meticulous attention to detail.
- Strong written and oral communication skills.
- Demonstrated ability to make timely, informed decisions and take initiative.
- Demonstrated flexibility and willingness to perform a variety of tasks, from the administrative to the complex.
- Strong interpersonal skills with the ability to relate easily and work effectively with employees at all levels of the organization.
- Demonstrated ability to operate independently with minimal supervision, as well as on a team
- Proficiency with Microsoft Word, Outlook, PowerPoint, Excel, and other Microsoft Office applications.
- Contract management system experience preferred.

This role can be US remote or Seattle office based.

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](mailto:careers@icosavax.com)