

Office Manager & Executive Assistant to CEO (m/f/d)

The Office Manager & Executive Assistant to CEO will report to the CEO, and interacts with the C-Level executives of Perception. He / she enables Perception's global executive management team to focus on scientific & operational challenges by taking over high-level problem-solving and important administrative tasks. The Office Manager & Executive Assistant to CEO will be involved in all aspects of building an early stage drug development company centrally located in Biolabs, NYC, but operating worldwide.

Responsibilities:

- Responsibilities will include interactions with board of directors, investors, senior management, employees, highly recognized physicians and scientists and large number of independent contractors located on several different continent
- Day to day work will range from high-level problem solving to basic administrative duties
- Schedule likely to be erratic given interactions with different time zones (east & west coast US, Australia, Germany)

Qualifications:

- Highly organized, detail-oriented, good problem solver, hard worker
- Hands-on self-starter, quick learner, ability to work with minimum supervision
- Strong analytical skills, high level of intellectual curiosity
- Ability to recognize and change inefficient processes and introduce new tools where needed
- Ability to perform independent and rapid research when necessary
- Prior experience with project management
- Very good and efficient communicator, will represent company with maturity, professionalism & passion
- Strong MS Office skills, especially with regards to Excel and PowerPoint
- Basic understanding of legal documents
- Basic IT skills required (e.g. ability to administer software accounts), advanced IT skills are a plus
- Prior experience in a fast-paced and dynamic environment is an advantage
- Understands business operations, knowledge of basic accounting
- Familiarity with QuickBooks desired but not necessary
- Basic understanding of life science drug development and terminology

Education:

- Must have undergraduate degree or graduate work in Life Sciences

Join us to improve the lives of millions suffering from a real unmet medical need - Apply today via info@perceptionneuroscience.com!

Please note that we can only accept applications from people that have a valid US work permit.