

# Soleno Therapeutics

## Job Description

### Office Manager

#### SUMMARY OF JOB (brief description):

Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly motivated, organized and proactive individual to join Soleno Therapeutics as an Office Manager. The ideal candidate is an energetic and highly proactive individual that enjoys wearing multiple hats. The Office Manager role will be experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision and will be responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

#### RESPONSIBILITIES:

- Office Management
  - Ordering/stocking office and kitchen supplies.
  - Maintain and keep common areas tidy including kitchen, mailroom, lounge area, etc. as well as loading and emptying the dishwasher on an as needed basis.
  - Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands.
  - Answer door and greet guests/visitors as appropriate.
  - Primary contact for facilities issues with property management group.
  - Maintain important legal and corporate records, logs, and other related files, documents and records.
  - As requested, facilitate the review and approval of contracts, service agreements, etc. and prepare POs if required.
  - Plan and coordinate company social and team building activities and events.
  - Management of fixed assets/inventory list (computer equipment, office furniture, etc.)
  - Support department needs as requested.
- Management Team Support/Executive Assistant
  - Oversee and coordinate Board meeting activities including scheduling, communicating with board members and other parties, and compiling and finalizing the quarterly board decks/presentations.
  - Arranging travel and completing expense reports as requested.
  - Manage executives' schedules, calendars, and appointments as needed or requested.
- Human Resources
  - Assist with new hire onboarding/off boarding tasks including compiling and sending new hire packets and term packets to employees.
  - Responsible for ensuring new employee workspaces and equipment is ordered, setup and available for employees.
  - Go to person/'host' for onsite interviews
  - Scheduling/coordination of meetings and interviews either on site or via Zoom/Teams.
  - Other duties as needed.

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#### **QUALIFICATIONS:**

- o Bachelor's Degree with a minimum of five years of experience in an office management related role. Experience working in the Life Sciences industry preferred.
  - o Superior Microsoft Office skills, specifically in PowerPoint and Excel.
  - o A strong level of attention to detail with a high level of accuracy.
  - o Ability to communicate clearly and concisely with all levels of the organization.
  - o Excellent time management skills and ability to multitask and prioritize work in a fast-paced environment.
  - o Excellent written and verbal communication skills.
  - o Experience supporting a Management Team and responsible for Board Meeting prep activities.
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Please submit resumes to Soleno Therapeutics, Inc. at [hr@soleno.life](mailto:hr@soleno.life).