

Soleno Therapeutics

Job Description

Office Coordinator

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 Coordinator. The ideal candidate is an energetic and highly proactive individual that enjoys wearing multiple hats. The Office Coordinator role handles a wide range of administrative duties supporting the organization and co-ordination of office operations.

RESPONSIBILITIES:

Office Coordination

- Maintain and keep common areas tidy including kitchen, mailroom, lounge area, etc. as well as loading and emptying the dishwasher as needed.
- Keeping track and ordering/stocking office and kitchen supplies.
- Coordinate maintenance of office / Soleno owned/leased equipment (i.e., copiers, printers, refrigerator, dishwasher, water dispenser).
- Point person for mailroom maintenance including, mailing, shipping, supplies and equipment.
- Coordinate paper shred service pickups (routine and special).
- Primary contact for facilities housekeeping issues with property management group
- As needed, obtain additional telephone numbers and/or extensions for telephones.
- Management of fixed assets/inventory list (computer equipment, office furniture, etc.).
- Ensure air purifiers in common areas / meeting rooms are turned on in the morning and are timed to turn off automatically after 8 hours. Ensure air purifiers are turned off before leaving for the day.
- Set-up/clean up point person for meetings including quarterly board meetings.

Human Resources/Administrative

- Answer door and greet guests/visitors as needed.
- Assist with new hire onboarding tasks including ensuring new employee workspaces and equipment is ordered, setup and available for employees on their first day.
- Go to person/'host' for onsite interviews.
- Prepare COVID attestation lists for signature.
- Maintain telephone/email list version as current.
- Periodically prepare, package and send items to remote employees as required in a timely, secure, and cost-effective method. This may include procurement of packaging materials (i.e., boxes, tape).
- Serve as a Social Committee member and assist in the planning and coordination of company social and team building activities and events.
- Scheduling/coordination of meetings and interviews either on site or via Zoom/Teams.
- Other duties as needed and requested.

QUALIFICATIONS:

- A minimum of two years of experience in an office coordinator/administrative assistant related role. Bachelor's Degree and experience working in the Life Sciences industry preferred.
- Strong Microsoft Office skills, specifically in PowerPoint and Excel.
- A strong level of attention to detail with a high level of accuracy.
- Ability to communicate clearly and concisely with all levels of the organization.
- Excellent time management skills and ability to multitask and prioritize work in a fast-paced

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- environment.
 - Excellent written and verbal communication skills.
 - Energetic with a can-do attitude.
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Please submit resumes to Soleno Therapeutics, Inc. at hr@soleno.life.