

Job Description

Job Title: Executive Assistant	Reports To (Title): VP, HR	Date Created: 02.06.24
Department: Human Resources	Job Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	

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 Executive Assistant to members of the Executive Team. The ideal candidate possesses the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

RESPONSIBILITIES:

- Provide sophisticated calendar management for member of the Executive Team; prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Process expense reports, track expenditures, and reconcile credit card statements in a timely manner.
- Prepare meeting agendas, materials, and presentations; attend meetings as needed, take minutes, and follow up on action items.
- Arrange domestic and international travel itineraries, including flights, accommodations, and transportation, while ensuring cost-effectiveness and adherence to company policies.
- Assist in the planning and coordination of company events.
- Work in parallel to the CEO and CFO's Executive Assistant and the Office/HR Coordinator and serve as a backup when needed.
- Anticipate the needs of Executives and proactively provide assistance and support as required.
- Other projects/duties as assigned for the overall benefit of the organization.

QUALIFICATIONS:

- A minimum of six years of C-level executive support experience.
- Bachelor's degree preferred.
- High degree of professionalism and poise in dealing with different levels of people, including Board members, Executives, staff, and investors.
- Superb verbal and written communication skills a must.
- Exceptional organizational skills and impeccable attention to detail.
- Excellent judgment is essential and the ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround; ability to switch gears at a moment's notice.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Thrive in an intense, do-it-yourself, start-up environment.
- Expert proficiency in Microsoft Office, specifically in PowerPoint, Excel and Word.
- Technical proficiency and problem-solving skills related to IT infrastructure and support/troubleshooting.
- Energetic and possesses a positive can-do attitude.
- Biotech industry experience preferred.

Salary Range: \$120,000 – 150,000

Please submit resumes to Soleno Therapeutics, Inc. at hr@soleno.life.