

SIERRA NEUROPHARMACEUTICALS, INC.

POSITION: Administrative Coordinator

REPORTS TO: Executive Team – currently CEO, CSO, VP Clinical Development and Regulatory Affairs
Provides general administrative support to the company

DATE: June 2008

POSITION SUMMARY:

Sierra Neuropharmaceuticals is a startup phase biopharmaceutical company focused on the discovery, development and commercialization of therapeutic products for a platform of diseases of the brain.

The Administrative Coordinator provides a broad range of support to executives of the company as required. There is significant interaction with the company's officers, as well as multiple outside contacts. The incumbent works on diverse and complex assignments where analysis and judgment is required to resolve problems and make administrative recommendations. S/he coordinates travel, teleconferences, meetings and schedules for department members and visitors, and frequently works with or has knowledge of information or situations that are highly confidential in nature. The position assists with and may independently prepare presentations, reports and a wide variety of documents using advanced administrative and computer skills. The incumbent works independently to prioritize and organize work, and provides assistance in organizing and prioritizing executives' time.

ESSENTIAL JOB DUTIES:

- Supports executives with calendar coordination, travel arrangements, expense report processing, mailings, arranging meetings and other administrative duties.
- Prepares reports, presentations and multiple documents using Microsoft Office Suite software. May draft materials independently, edit and format the work of others, and/or compile information from multiple sources into one document. Finalizes materials into finished presentation quality with consistent style and formatting.
- Establishes and maintains filing systems, including prompting systems for follow up and audit of files for recordkeeping compliance.
- Screens callers, visitors, mail and other interruptions to executive schedules.
- Serves as liaison and maintains schedules with guests, speakers, consultants and job applicants.
- Independently plans, organizes, coordinates, and implements internal and external meetings, including travel when necessary, selecting appropriate meeting space, reserving audio/visual equipment, preparing materials, arranging for refreshments, etc.

- Facilitates approval process for contracts, invoices, time sheets and departmental supply purchases. May assist in the budgeting process.

OTHER DUTIES

- Records, prepares and distributes meeting agendas, materials and/or minutes.
- Routes and/or distributes publications as required.
- Maintains company website.
- Other duties and projects as assigned

JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- Strong practical knowledge of administrative policies, practices and procedures.
- Strong computer skills with Microsoft Office products, particularly Word, Excel, Outlook and PowerPoint. Experience with database systems preferred.
- Demonstrated ability to work with and maintain highly confidential information.
- Excellent interpersonal skills and the ability to deal constructively with a wide range of people, conflicts and sensitive situations.
- Clear and effective written and verbal communication skills, including knowledge of drug development terms, are highly desirable.
- Highly efficient, detail-oriented and organized.
- Able to prioritize work amongst competing demands.
- Able to work independently and juggle multiple responsibilities.
- Able to facilitate interactions between executives, staff members, external consultants and other stakeholders, applying complex thinking to communication needs and timing of information flow.

Experience:

- Significant experience (5+ years) in an administrative support role including the executive level.
- Prior experience in a drug development or similar organization.

Education:

- Minimum of two years of college, vocational or business training, or an equivalent combination of education and experience. Minimum bachelor's level education strongly preferred.
- Formal training in Microsoft Office Suite products.

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:

- Typical start-up office environment
- Must be able to sit and work at a computer keyboard for extended periods of time.
- May be required to lift and carry up to 25 pounds occasionally
- General office administrative activities: copying, filing, delivering, using the computer, telephone and other standard office equipment.

Apply in confidence to:
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