



Executive Assistant

Vancouver

Summary

Reporting directly to the Chief Development Officer (CDO), the Executive Assistant (EA) provides executive support for the remotely based CDO, Chief Medical Officer (CMO) and Vice President, Global Regulatory Affairs and Quality (VPGR/Q).

Responsibilities

- Provide a broad range of day to day administrative tasks for the Executives, including:
 - managing very busy calendars; using independent judgment to prioritize and resolve calendaring conflicts
 - extensive domestic and international travel coordination
 - drafting and editing correspondence, presentations and reports
 - preparing expense reports
 - meeting and event planning as necessary
 - liaising closely with other members of the Administrative team to ensure Executives' planning and schedules are fully coordinated with cross-departmental planning and activities.
- Provide administrative support as necessary to the teams of the CDO, CMO and VPGR&Q
- Establish and maintain Executives' document management on the company network.
- Develop and implement processes in support of the Executives' corporate objectives.
- Act as a conduit to and from the Executives for internal stakeholders to build and maintain collaborative working relationships with other departments.
- Assist Human Resources and IT Departments in coordination of new hire onboarding for the Executives' direct reports.
- Collaborate with other members of the Administrative team to ensure operational consistency across departments and operational teams.
- Other related duties as assigned.

Qualifications and Requirements

- A diploma in an administrative related discipline, or the equivalent combination of education and experience.
- Minimum of 5 years of directly related experience in a similar role; previous biotech industry experience preferred
- Excellent software and technology capabilities including advanced user on all Microsoft office software, and ability to troubleshoot basic technology issues.
- Superior communication and interpersonal skills to interact effectively with staff at all levels who work in remote work locations across North America.
- Must be flexible and adaptable in a fast growing, changing environment.
- Must be an energetic, flexible administrative professional.
- Employs a high level of professionalism, critical thinking, organization and communications skills to maintain and promote the professional image of the Executives and the company as a whole.

- Must provide rapid, clear and ongoing communication, e.g. respond rapidly via email, text or phone to communicate receipt of requests as well as communicate progress/execution of requests.
- Must be able to multi-task and work at rapid pace given the fast-paced environment.
- Must have a strong attention to detail and possess a 'get it done' attitude.
- Must be an independent worker who is also an excellent team player.

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.