



Executive Assistant/Office Manager

Background: Checkmate Pharmaceuticals, Inc. is a clinical stage company that is leveraging its expertise in the field of CpG oligonucleotides to discover and develop immunotherapies designed to increase the efficacy of existing immunotherapies and to provide new treatment options for patients and their healthcare providers. Checkmate's lead product candidate, CMP-001, is an investigational cancer immunotherapeutic that has been shown to reverse resistance to PD-1 therapy in some patients. Checkmate is a publicly held company headquartered in Cambridge, MA. Additional information regarding Checkmate is available at www.checkmatepharma.com.

The Executive Assistant/Office Manager will provide a variable scale of administrative support to the Checkmate team, primarily focused on high-level support to the CEO and c-suite. The ideal candidate will be able to operate independently, must be detail-oriented and able to anticipate the team's needs, while seamlessly pivoting to meet changing priorities in a fast-paced environment. Must be able to work successfully in a team environment with strong interpersonal skills to effectively build working relationships inside and outside the company.

Location: Cambridge, MA

Responsibilities may include:

- High level support for c-suite (CEO, CMO, CSO, CBO, etc.): includes day-to-day calendar management, travel planning and management, expense management, as well as coordination for external partnering meetings during offsite events and conferences
- Coordinate Board of Directors meetings, weekly executive team meetings, and monthly all-hands meetings
- Provide logistical support: coordinate conference room reservations, equipment reservations, package shipments, and onsite guest visits
- Draft, design, and edit corporate files as needed, including external & internal presentations and meeting materials, data graphs, as well as board books
- Document management: Assist in filing, tracking, and delivery of board books and corporate presentations
- Maintain both electronic and physical filing systems for legal documents, Board of Director records, and special projects
- Travel: Coordinate and track domestic and international travel arrangements for executive management team
- Oversee office facilities and coordinate with building management for any necessary repairs, computer/printer needs, office supply inventory, etc.
- Planning and coordinating office gatherings, from informal events to formal company parties

- Supervise and mentor junior administrative staff to ensure the collective administrative team provides high-level service to the leadership team
- Assist with special projects as needed
- Maintain employees' confidence and protect operations by keeping company proprietary information confidential

Qualifications:

- 6-10 years of administrative/office management experience with proven track record of experience in a fast-paced, dynamic environment
- Bachelor's Degree Required
- Excellent communication and problem-solving skills
- Highly flexible team player with demonstrated professional maturity to readily prioritize and anticipate needs
- Responsive and proactive with the ability to work well under tight deadlines and respond to rapidly changing demands
- Strong organizational and analytical skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work with minimal supervision and maintain a high standard of confidentiality
- Highly proficient technical skills including Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, SharePoint, etc.)
- Start-up and/or biotech experience is strongly preferred

Candidates must be authorized to work in the U.S.

This is a full-time position and is eligible for company benefits.

Checkmate is an EEO employer

Send resumes to: careers@checkmatepharma.com

