

Administrative Opportunity with San Diego Biopharmaceutical – Ambrx, Inc.
Administrative Assistant
07-17BR

Ambrx, Inc. is a biopharmaceutical company with a mission to deliver breakthrough protein therapeutics. We are dedicated to assembling and developing an exceptional team and a breakthrough technology to create the next generation of protein-based medicines.

We are seeking a highly-motivated individual to be an Administrative Assistant for a fast-paced and dynamic organization. The successful candidate will provide administrative support to the Ambrx Leadership Team. This position requires a high level of professionalism and confidentiality in handling the administrative needs of the Leadership Team and the company as a whole. In this position, the assistant will proactively address the needs of the leadership team and build relationships within the company, including board members, and build a strong network with our vendors.

Job Duties:

Provide administrative support to the CEO and Leadership Team:

- Proactively manage calendars, schedule meetings, confirm room requests.
- Greet visitors, screen incoming calls from main telephone number, forward as appropriate.
- Reconcile credit card statements and prepare expense reports.
- Embassy invitation letters as needed.
- International visa and passport coordination.
- Maintain current contact and other required information for each executive including travel reward numbers, emergency contact info, cell phone information, membership ID's and subscriptions.
- Coordinate travel authorizations following Ambrx policy and procedures.
- Use existing purchasing system to place monthly orders: boardroom supplies and office supplies.
- Special events as required, including venue selection, planning, catering setup, notifications to attendees.
- Travel arrangements for Board members and guests, including domestic and international air, accommodations and ground transportation. Communicate directly with guests to confirm all arrangements.
- Knowledge of audio-visual requirements for meetings rooms.
- Assist Human Resources with the Careers Inbox, move resumes to appropriate folders, communicate with hiring managers, schedule interviews. Confirm candidates, arrange for travel, hotels, ground transportation. Complete candidate expense reimbursement upon completion of interview process.
- Other duties as assigned – no job to big no job too small.

Skills & Job Requirements:

- Associates degree in a related discipline or equivalent experience is preferred
- Minimum of three (3) years administrative support experience; biotechnology and/or pharmaceutical research industry experience is a plus.
- Ability to take be proactive and see the overall picture, work independently, accurately, and with discretion in a fast-paced environment.
- Must be flexible and adaptable to change.
- Excellent communication skills, both written and verbal required.
- Solid experience and knowledge of using Microsoft Office with intermediate computer skills using Outlook, Word, Excel and PowerPoint required.
- Use of WebEx and other video communications tools preferred.
- Must be able to perform all the essential functions of the position.

To be considered as an applicant, please submit your resume/CV referencing the specific position of interest and position code to careers@ambrx.com. Applicants whose qualifications and experience most closely match the requirements of the position will be reviewed. Candidates will only be contacted for evaluative discussions. Ambrx offers competitive compensation & benefits. EOE