

Monday, 05 August 2019

PERMANENT, FULL-TIME JOB OPENING:

Personal Assistant to CEO *(Exact Title Commensurate with Incoming Qualifications)*
Reports to CEO

About Kymanox:

Kymanox is a diversified organization that helps its clients in the biotechnology, pharmaceutical, and medical device industries. Besides providing contract services, we also develop and maintain products for use in the same industries. Kymanox was founded in 2004 and has been growing steadily since its inception. Our clients range from Fortune 100 companies to virtualized, venture-backed start-ups.

About The CEO:

Stephen M. Perry is an accomplished biopharma engineer, FDA regulatory advisor, and business executive. Sarah J. Perry, his spouse, is the sole owner and President of Kymanox. Together, Stephen and Sarah have four small children and live in Cary, North Carolina. Stephen is actively involved in every aspect of the business and its growth; Sarah works on the business part-time and focuses her efforts on high-level decision making and leadership.

Division/Region(s):

Kymanox Corporate (HQ), Durham, North Carolina (RTP), USA

Group(s):

Business Services
Executive Leadership Team (C-Suite + Owner)

Timing:

Applications: Now to September 2019
Interviews: Now to September 2019
Start Date Range: Now to 16-August-2019

Educational Background:

Bachelor's degree from 4-year program at an accredited institution. Can substitute a degree with life experience and demonstrated critical thinking. Journalism, writing, and communication majors encouraged to apply.

Experience:

- Demonstrated excellence in a fast-paced, demanding service-based role.
- Previous experience as an Executive Assistant reporting directly to Senior Management preferred.

Job Description:

- Initially, this position will be focused on freeing up valuable time for the CEO during the business week from 8am to 6pm (EST). Select tasks and errands normally performed by the CEO during business hours will be assigned – including personal errands (e.g., shopping, coordinating work with contractors). Once the person is familiar with the CEO's work and personal schedule – and Kymanox in general – additional responsibilities will be added.
- Work will include managing the CEO's email, calendar, and address book in a confidential, responsive manner. A successful hire will become a key point-of-contact for VIP persons who need to reach the CEO.
- Arrange travel per predetermined preferences and budgetary guidelines.
- Plan and coordinate events (e.g., meetings, training, parties).
- Submit and reconcile expense reports.
- Assist with office duties approximately 2 hours per day, including tasks that require running errands with a car to complete.
- Perform additional responsibilities as requested or assigned.

Desired Aptitude and Skill Set:

- Responsive and attentive (e.g., reply quickly to a text)
- Strong, professional presence
- Ability to follow instructions, both verbally and in writing
- Good understanding of own limitations
- Fast learner and accepting of change
- High energy level
- Pleasant and positive communication style
- Computer savvy
- Ability and desire to follow procedures when they exist
- Enjoy variety
- Expert writing skills a plus
- Adept at Microsoft Word, Excel, and PowerPoint
- Ability to format documents for appearance and clarity
- Value and understand quality
- Uncompromised honesty and integrity; trustworthy

**Travel:**

Local travel within RTP region and surrounding areas is required. Up to 10% domestic and international travel may be required from time to time for hires interested in supporting sales and marketing or taking on other responsibilities outside of personal assistant duties (e.g., travel with CEO to regional offices to support regional meetings). The intent of this position is to stay local in the Raleigh/Durham/RTP/Cary, North Carolina area, but the company is expanding rapidly in Boston, Chicago, New Jersey, and other markets.

Career Development:

The position may evolve over time and responsibilities will be added. Since Kymanox is a growing company, there will be ample opportunities for advancement – both within the currently defined role, with other groups, and roles to be defined in the future.

Compensation:

Base salary will be commensurate with experience, qualifications, and other intangibles evident during the interview process – as well as market conditions. Eligible for incentive program after 90 days of outstanding work.

Benefits:

Medical healthcare including dental and vision, short- and long-term disability, life insurance, matching 401(k) retirement plan, continuing education assistance, and other benefits.

Application:

Send your resume to careers@kymanox.com. At some point in the application and interview process, you will also need to complete the application that can be found on www.kymanox.com under “Careers.” Any missing application information, if applicable, must be explained. All applications are processed to ensure candidate confidentiality and data security. All applicant resumes are kept on file for one year.

Kymanox is an equal-opportunity employer and works diligently to protect the rights of job seekers by following all local, state, and federal laws as well as best Human Resource (HR) practices in the Life Science industry.