



Suono Bio, Inc.
200 Foxborough Blvd., Suite 100
Foxborough, MA 02035
www.suonobio.com

Office Manager / Executive Assistant (Full Time)

Suono Bio is a biotech company specializing in the ultra-rapid delivery of novel therapeutics to the gastrointestinal (GI) tract via ultrasound. Born from Professor Robert Langer's laboratory at MIT, the company's platform delivery technology enables the localized administration of therapeutics, including biologics and nucleic acids, in a formulation-independent manner.

We currently seek a highly motivated, driven, and collaborative **Office Manager / Executive Assistant** with experience in QuickBooks, office management, and HR management. Previous work with a medical device or pharmaceutical company is a plus.

The Office Manager / Executive Assistant position supports the Team in managing this start-up medical device/pharmaceutical drug company's office function. The ideal candidate must be **extremely organized**, possess **excellent attention to detail** and **able to multitask in an environment with few standardized systems**. We are looking for someone who is **flexible and knowledgeable** to help us start this exciting new company, put new systems in place, and grow with us. Candidates should be able to perform all office management functions with little oversight and be able to solve problems when they arise.

Qualifications, Skills, and Experience

- **Bachelor's degree** (preferred)
- **Office management** (5 years)
- **Human resources management** (2-4 years)
- **Microsoft Office** (5 years). Must have experience using Microsoft Office 365, including Sharepoint, Excel, Word, PowerPoint, Teams, and other office applications.
- **QuickBooks** (5 years). Must possess complete knowledge of bookkeeping and current accounting practices.
- **Communication**. Use your excellent communication and team-building skills to contribute to the positive office culture.
- **Problem solving**. Evaluate and resolve high-priority, complex problems through communication, teamwork, and resourcefulness.
- *Experience working with a medical device company or pharmaceutical company is a plus.*



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Duties

- **Accounts payable.** Manage all aspects of purchasing, credit applications, and correspondence with the accounting firm that oversees our accounting function.
- **Financial statements.** Compile clear, accurate monthly statements and distribute copies to board members.
- **Meeting coordination.** Schedule and coordinate Board meetings and Scientific Advisory meetings.
- **Payroll and benefits management.** Explore new options to meet the needs of our growing staff.
- **Onboarding and benefits.** Onboard new employees and properly administer all benefits.
- **Resource management.** Manage the budget, resource allocation, and forecasting tools to ensure best use of company resources.
- **Document control and record management.** Accurately maintain important documents and associated records.
- **Mail management.** Ensure accuracy of incoming and outgoing mail for highly sensitive and confidential documents.
- **Supply maintenance.** Ensure proper maintenance and usage of all office equipment and supplies.
- **Clerical support.** When needed, respond to the clerical needs of the executive team. Experience with PowerPoint is a great plus.

Salary

- Commensurate with experience
- Salaried Exempt position

Benefits

- Health, dental, and vision insurance
- Generous PTO / Holidays program

Work Setting and Schedule

- Ability to reliably commute to Foxborough, MA, or planning to relocate prior to start date.
- Monday through Friday, 8-hour shift
- Remote work is not an option, but there is the possibility for flexibility