



*a new era in cancer drug development realized*

## **Administrative Coordinator**

### **Our Company**

Presage Biosciences, Inc. is an innovative oncology company with an entirely novel platform for assessing new drugs and combinations to treat solid tumors. Our proprietary technology platform, CIVO®, simultaneously analyzes multiple cancer drug candidates and drug combinations within a single living tumor.

Presage is a growing, privately held company led by an experienced management team and is headquartered in the vibrant South Lake Union area of Seattle, WA.

### **The Role**

We are looking for an Administrative Coordinator to be an integral part of the team who ensures the efficient operation of our office functions. This individual will also be responsible for supporting administrative, accounting, and other business activities as needed. We are seeking someone motivated and hardworking who can work in the context of the bigger picture while having detailed attention to all assigned duties. As a critical member of Presage's team, you will be relied upon for being a team player that is ready and capable of doing whatever it takes to get the job done, and within a very fast-paced environment.

If you think you've got the skills to be Presage's Administrative Coordinator, we want to hear from you!

### **Key Responsibilities**

- Maintain all aspects of daily office operation
- Provide flexible administrative support to include calendaring, scheduling, meeting preparation, travel and event planning, and expense report preparation
- Manage invoice entry, purchase order system, and invoice generation
- Manage monthly reconciliation of all bank accounts
- Assemble information for internal and external audits
- Schedule repairs/facility maintenance and communicate directly with vendors
- Ensure compliance in day-to-day operations of human resource and payroll duties
- Assist with corporate business activities including maintenance of corporate files and documents
- Maintain operational document control system, including tracking documents through preparation, review, approval, and revision and alerting team members to contractual deliverables
- Prepare, proofread, and edit documents
- Other duties as assigned

### **Qualifications**

- Associate of Arts Degree, Bachelor's Degree preferred
- Excellent communication and interpersonal skills
- Team player and quick learner

- High level of integrity and discretion in handling confidential information
- Strong attention to detail
- Ability to organize, multi-task, and prioritize
- Excellent judgement and discretion
- Solid analytical and critical thinking skills
- Ability to adapt to changes in a fast-paced environment
- Ability to push, pull, lift and/or carry up to 20 pounds
- Experience in two of more of the following fields a plus: Bookkeeping, accounting, office administration, payroll, customer service, administrative support; start-up environments

### **Join Us!**

If you enjoy a stimulating office environment, can cover our core hours from 9:00am to 5:00pm, and most importantly, have a passion for improving the lives of patients with cancer, come join us!

To apply for this position, please send your CV with cover letter to:

Presage Biosciences, Inc.  
Attn: Human Resources  
530 Fairview Ave N, Suite 1000  
Seattle, WA 98109  
E-mail: [hr@presagebio.com](mailto:hr@presagebio.com)

Presage Biosciences, Inc. is an Equal Opportunity Employer.