

## **Job Description**

### **Halda Therapeutics – Office Assistant (temporary consultant/contract role)**

Halda Therapeutics is a New Haven CT based, venture-backed biotechnology company focused on the development of a proprietary [RIPTAC™](#) (Regulated Induced Proximity TArgeting Chimeras) therapeutics that work by a novel “hold and kill” mechanism for the precision treatment of cancer. The novel mechanism of action of RIPTAC therapeutics is uniquely designed to address cancer’s ability to evolve bypass mechanisms of resistance, a common limitation of today’s precision oncology medicines.

Halda is led by a leadership team with deep expertise in bifunctional drug discovery, platform innovation, and company building, and is located in New Haven, CT. We are funded by top tier venture capital firms.

At Halda, our team is a collective force for drug innovation to conquer cancer. Halda is a place where you can embrace your purpose and be your true self. Learn more about us at [www.haldatx.com](http://www.haldatx.com).

## **The Position**

Halda is seeking a highly organized and detail-oriented professional with a passion for supporting the operations of a dynamic biotech to join us as Office Assistant. The Office Assistant is a critical person at Halda to ensure the operations are running efficiently so that our scientists can focus on our groundbreaking research.

This is a part-time position reporting to the Office Manager. The position will be 100% on-site to start, 20 hours per week, with the possibility for occasional remote work. The majority of the duties of this role require being on site.

## **Key Responsibilities**

### **1. Administrative and Office Support:**

- Handle incoming and outgoing correspondence, emails, and phone calls as designated by Manager.
- Maintain office supplies and equipment inventory, and reorder as needed.
- Receive and put away all shipments for office and kitchen related needs.
- Assist with internal communication channels.
- Assist with execution of company cultural events, monthly lunches, and happy hours.
- Ensure conference rooms are prepared and equipped for meetings. Report any unworking equipment to operations manager to navigate with IT service provider.

### **2. General Support:**

- Provide general administrative support to various departments and teams.
- Assist in special projects and tasks as assigned by management.
- Be a point of contact for employees regarding office-related inquiries and requests.
- Other duties as assigned.

## **Qualifications**

- Bachelor's degree in business administration, office management, or a related field experience is preferred.

- Proven experience in office administration, or a similar role in a fast-paced biotechnology industry experience is a plus, but not required.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to learn new technologies.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Self-motivated with a proactive and problem-solving mindset.

### **Compensation**

The estimated salary range for this position is \$20-\$35/hr. Actual compensation will be dependent on candidate experience and other factors.

If you are interested in this opportunity and meet the requirements, please submit your resume and cover letter for consideration to [HR@haldathera.com](mailto:HR@haldathera.com).