



EXECUTIVE ASSISTANT (EA) OPPORTUNITY

ABOUT SERNOVA

Sernova Corp is a well-funded, publicly traded, clinical stage London, Ontario based medical technology company developing therapeutics in the regenerative medicine field for the treatment of chronic diseases such as diabetes, hemophilia and thyroid disease. Our mission is to leverage our technical and innovation leadership to develop and commercialize a 'functional cure' for these diseases.

Sernova has several platform technologies including the proprietary Cell Pouch™, an implantable medical device for the delivery and long-term survival of therapeutic cells which provide proteins or hormones missing or in short supply in the body. In addition, Sernova has technologies to protect transplanted therapeutic cells locally from immune system attack. The successful treatment of patients with Sernova's technologies is expected to significantly improve the quality of life of patients with chronic diseases.

POSITION DESCRIPTION

This EA position is a new formative role for the company, supporting and enabling its high functioning executive team (and potentially other senior management hires in the future) to succeed. In addition to day-to-day administrative activities supporting the executive team, the EA will play a key role in ensuring the smooth operation of the company's facilities & office; interfacing with important external parties, stakeholders or partners; and supporting key corporate initiatives.

RESPONSIBILITIES / DUTIES

Main responsibilities and activities include:

- supporting and working closely with the executive team (currently President / CEO & CFO) including calendar management, handling correspondence and acting as point of contact between external individuals and company executives
- organizing and booking meetings and conferences, company events or presentations
- document management / contracts database administration:
 - assisting with contracts; agreements; licenses; & CDA renewals & expiry monitoring
 - documenting, developing, improving & implementing processes
- assist with preparation & management of documents & formal Corporate Records (such as Board agendas, consent resolutions, meeting minutes, AGM, etc.)
- assist with the compilation of & or management of confidential company documents (such as for due diligence, strategic partner meetings, Board reporting, quarterly reporting, etc.)
- preparation, updating or development of: corporate presentations, dashboard reports for corporate objectives & or corporate metrics
- assist with company stock option plan records management & administration
- support & assist with share issuances & related share certificate records as required
- facilities management: keys / codes / passes / maintenance requests / UWO liaison
- office management: manage supplies & office upkeep, or coordinate with other office staff
- provide periodic support to Finance Team (QBO knowledge / experience would be a bonus, at a minimum backup resource &/or some data entry)
- travel management for executive team & company employees (arrangements & itineraries)

- supporting corporate communications (website & social media)
- assist with investor database updating & management
- HR management & processes assistance
- supporting the preparation of R&D & clinical reports in conjunction with other staff
- general duties will also include external facing liaison for infrequent office guests & non-direct dial phone enquiries, checking mail & preparing, mailing or couriering packages
- other ad hoc activities as required

EXPERIENCE / SOFT SKILLS / SUCCESS FACTORS

- minimum of 5 years supporting executive teams / senior management
- proactive & comfortable in a fast-paced environment
- ability to prioritize, multitask & work under tight timelines & with competing deadlines
- excellent communication & writing skills & high attention to detail
- exceptional interpersonal skills, adept at working with discretion & under confidentiality
- desire & ability to work & thrive in a cooperative team environment on multiple projects & initiatives simultaneously. Effectively work with internal & external teams.
- self-starter with the ability to execute work & projects with minor supervision is essential
- resourceful & a capable trouble shooter
- high proficiency & skills with presentation, word processing & database software
- a keen eye & orientation for process improvement, & a “make it happen” mindset
- experience or familiarity with the following a big plus:
 - public traded companies & corporate governance processes;
 - life sciences industry / biotechnology companies; or
 - academic &/or industrial experience with a focus on research & product development in the medical or other technology-oriented fields.

COMPENSATION / BENEFITS

- salary commensurate with experience, skills & abilities
- eligible to participate in company stock option plan
- eligible for company medical & health benefits plan

ROLE LOCATION: LONDON, ONTARIO

INTERESTED IN THIS OPPORTUNITY & MAKING AN IMPACT? NEXT STEPS

If your skills, abilities, & experience align with the above & you want to make an impact, tell us how in a cover letter & submit along with a resume to human.resources@sernova.com

Please note, only those candidates moving to the next stage of our recruitment process will be contacted & follow-up emails are discouraged. We wish you the best in your opportunity search & career endeavours.