

Operations Manager

[New Equilibrium Biosciences](#) discovers drugs that target intrinsically disordered proteins through its integrated computational-experimental platform, with the mission of creating transformative medicines for patients with cancers and neurodegenerative disorders.

We are recruiting a full-time Operations Manager with prior experience in an operational or related role to join us in April 2021. For this multifaceted role, we are looking for a team player who would enthusiastically wear multiple hats and contribute to all parts of running a rapidly growing startup. The ideal candidate will be organized, upbeat, proactive, and excited to grow with New Equilibrium.

Our needs will change daily, but ongoing projects could include:

- Building processes to coordinate efficient work across an interdisciplinary startup
- Setting up and managing internal productivity tools
- Assisting the CEO in managing internal and external meetings
- Helping with all aspects of candidate recruitment
- Setting up and managing employee benefits
- Managing accounting in Quickbooks and liaising with accountants
- Drafting and reviewing external correspondence
- Working with vendors to coordinate lab-related purchases
- Assisting with scheduling
- Identifying and addressing new operational bottlenecks
- Helping shape the culture of New Equilibrium

Desired Qualifications:

- Bachelor's degree, preferably related to STEM, English, Business, or Finance
- At least 2-4 years of experience in operations or in a related admin/HR/EA/office manager role, preferably in biotech or at an early-stage startup
- Excellent written and oral communication skills, especially for emailing and copy-editing
- Proficiency with Quickbooks, Word, Excel, Google Workspace, Zoom, and work management platforms (e.g., Asana, Smartsheet)
- Enthusiasm for learning on the fly and finding answers/solutions to a wide variety of questions related to running a quickly growing biotech company

To apply for the position, please email your **CV and cover letter** to careers@newequilibriumbio.com by April 11th. We will be reviewing applicants as they come in and look forward to hearing from you!