KYTOPEN

JOB DESCRIPTION

Title: Office Manager, for Kytopen

Overview

Kytopen is an MIT spinout streamlining the engineering of a wide array of human and human-derived cells for use in next-generation cell therapies, with the goal of expanding access to powerful new living medicines. We enable transformative therapies with our patent-pending continuous *Flowfect*® cell engineering platforms. The non-viral *Flowfect*® technology is a fast, scalable, and gentle process that yields billions of high-quality engineered cells in minutes while maintaining cell health and function. We seek passionate, pioneering people to join the team on this mission.

Summary:

In support of Kytopen's growth, Kytopen is seeking a dynamic individual to establish and maintain key office, people, and company operations. Kytopen is scaling quickly, and is seeking an Office Manager that has a strong desire to work with a dynamic start-up to understand our processes and help build efficient systems that ensure smooth operations across multiple areas of the company.

The Office Manager must be extremely well-organized, process-oriented, efficient, a relationship-builder, and highly motivated to exemplify Kytopen's values. The Office Manager will report to the COO and work closely with the executive team, in a highly visible role supporting all team members across the company, to deliver high quality support and services that build upon Kytopen's culture of Quality Excellence.

Essential Duties & Responsibilities:

- Support the management team with daily administrative tasks
- Identify ways to bring together a new and growing team
    - Help positively shape Kytopen's culture
    - Support organizing company events, activities, and celebrations
- Ensure office and workspace environment is kept organized and monitored
- Manage visitors' access to the facilities and logistics of entry and arrival
- Troubleshoot any office issues and escalate to the appropriate teams as needed
- Manage facility service coordination: office supplies, vendors, non-lab equipment, and inventory management - including generating reports where needed
- New Employee Operations
    - Full-cycle recruiting: help post roles, actively work with recruiters, and schedule candidate interviews
    - Support logistics ensuring a seamless employee onboarding experience
- Support accounting with PO creation, coding, and expense tracking as needed
- For certain projects, maintain an organized system of the digital records in project tracking tools
- Support leadership team with monthly metrics tracking as needed (time sheets, finance reports, recruiting, IT, etc.)

- Maintain an effective file organization for administrative projects and office files that are accessible to the team if needed
- Work with The Engine to facilitate translating Engine policies into Kytopen Office policies and procedures as needed
- Support Commercial Team with internal and external (public) communications
- Executive calendar management

Requirements (About you)

What:

- High school diploma or equivalent; college degree preferred but not required
- >3 years of Administrative and/or Office Management experience
- Experience working with multi-disciplinary teams
- Organization and the ability to manage multiple administrative needs and tasks
- Strong written and verbal communication skills
- Strong relationship-building skills
- IT competence, including database management and digital metrics tracking
- Ability to adapt to new challenges and recommend problem-solving ideas
- Reliable with accomplishing commitments
- Attention to detail
- Ability to work on-site as needed

How:

- Demonstrated ability to exemplify Kytopen's values of: Impact, Passion, Integrity, Resilience, and Inclusivity
- Ability to work within a diverse workforce and provide a positive and motivational work environment
- Ability to work within ambiguous situations at times, and still be able to formulate sound working assumptions and plans
- Comfortable in a fast-paced environment
- Not afraid to say 'no' when merited, and constructively provide alternative points of view to consider
- Creative and adaptable in identifying and implementing continuous improvement practices across areas of responsibilities
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Preferred (More about you…)

- Experience working within high-growth business unit or a fast-pace start-up environment
- Experience organizing and/or leading cross-functional activities that enhance company culture and associate engagement