



Position: Executive Assistant and Office Manager
Reports to: Chief Financial Officer
Location: Lexington, MA

Company Summary:

Aldeyra Therapeutics is a biotechnology company devoted to developing and commercializing next-generation medicines to improve the lives of patients with immune-mediated diseases. Aldeyra's lead product candidate, reproxalap, is a first-in-class treatment in late-stage development for dry eye disease, allergic conjunctivitis, noninfectious anterior uveitis, and Sjögren-Larsson Syndrome. The company is also developing other product candidates for proliferative vitreoretinopathy and other retinal diseases, post-transplant lymphoproliferative disease, autoimmune disease, metabolic disease, and cancer.

Position Summary:

In this role, the Executive Assistant and Office Manager will provide advanced administrative and business operations support to the Executive Leadership team and others. The responsibilities include proactively planning and executing all administrative and support needs of the company; providing the highest quality of flawless administrative support with the utmost professionalism, engagement and confidentiality. The successful candidate will be in a position to deliver on the following scope for this hybrid and dynamic role:

- Provide the most complex administrative support while showing a high level of appropriately independent administrative decision making in order to keep initiatives moving
- Schedule and maintain daily calendars for members of the C-suite including scheduling interactions with the Board of Directors
- Coordinate complex travel arrangements both international and domestic
- Coordinate and schedule onsite and offsite meetings. Manage all logistical details in collaboration with internal colleagues and external vendors
- Process invoices for accounts payable, prepare purchase requisitions, and assist in contract tracking
- Order kitchen and office supplies
- Manage benefit programs and employee benefits changes, including enrollments and terminations
- Maintain employee personnel records and HR systems to ensure compliance and accurate employee information
- Coordinate onboarding, employee reward program and other HR related programs

- Manage office equipment (including maintenance) and assist in basic IT problem solving
- Plan and schedule meetings and/or appointments, including agendas, meeting materials and all logistics (secure meeting space, set up tele/videoconferences, webinars and order/manage meal delivery set up and clean up)
- Maintain and update company documents and databases
- Support and administer company initiatives, such as team building and corporate culture events

Who you are:

- 7+ years of experience in administrative role
- BA/BS required, 3+ years of experience working with C - suite senior-level management support
- 3+ years of experience working with Microsoft Office softwareExcellent interpersonal, written and oral communication skills
- Flexible and nimble work schedule and style in order to accommodate varying volume of work and requests
- Team player, with a professional and pleasant demeanor
- Attention to detail and follow through
- Proven organizational skills and ability to multi-task
- High degree of versatility with an ability to meet challenges consistently and confidently with energy and drive
- Collaborative work style
- Motivated by results, urgency and personal commitment
- Possesses high integrity and exceptional work ethic
- Ability to work in a high functioning, fast-paced business environment
- Ability to continuously demonstrate company core values including transparency, courage and respect

To Apply:

Please email your cover letter and resume to info@aldeyra.com or to send a resume via an alternative method, please mail it to our corporate address:

Aldeyra Therapeutics, Inc.
Attention: Human Resources
131 Hartwell Avenue
Suite 320
Lexington, MA 02421