

## Job Title – Executive Assistant

### Location – San Diego (on-site)

#### Overall Purpose:

To provide executive level administrative support to the Chief Executive Officer and C-Suite involving the coordination of complex details and completion of advanced administrative duties, anticipating their support requirements and helping to resolve operational and administrative issues before they arise. Incumbent will act with urgency in a high performing environment and will be up to date with the latest initiatives cross functionally.

#### Key Responsibilities of the role:

- Supervise all administrative duties required to ensure a smooth functioning operation.
  - Prepare, review, edit and revise correspondence, presentations, spreadsheets and graphs utilizing word processing, spreadsheet and desktop publishing software; transcribe information of a technical and/or sensitive nature; may be required to take meeting and/or conference call minutes.
  - Proactively and strategically manage calendars and priorities.
  - Coordinate meetings, conference calls and meeting space.
  - Coordinate and monitor travel to anticipate needs and ensure smooth travels.
  - Responsible for scheduling, needs and provisions of leadership, Board and other key meetings.
- Interact with counterparts of Board members, investors and other key external executives to execute Company initiatives.
  - Board/Committee meeting deck distribution and calendaring.
  - Board member ad hoc meetings and call scheduling.
  - Greet executive's visitors and oversee their visit.
- Screen company-wide mail, general e-mail inboxes and general line callers, route inquiries to appropriate personnel; determine the importance of various issues; independently handle many issues and determine which major issues should be brought to the attention of the executive(s).
- Research, compile and summarize information to formulate correspondence and respond to various inquiries from internal and external customers.
- Complete and manage on-going project assignments including but not limited to document control and processing, report compilation and event coordination to support the assigned executives' efforts.
- Actively promote and ensure clear and consistent communication across departments and between internal and external contacts.
- Maintain confidential, specialized and sensitive files, records and reports. Ensure systems are validated and maintained in a validated state.
- Ensure executive's key conference calls, Teams meetings, etc. are set up in advance in meeting spaces.
- Ensure meeting spaces are orderly prior to key meetings.
- Other duties and projects may be assigned.

**Additional Dimensions:**

- Serve as Office Manager to ensure office and kitchen supply is maintained and orderly.
- Monday – Thursday onsite daily lunch ordering and set up.
- Assist in all hands meetings, team building and events in coordination with Human Resources.

**Qualification Requirements:****Expertise:**

- Strong knowledge of public Board of Director cadence and compliance. Working knowledge of Board platforms.
- Extremely professional and personable, with a good sense of humor.
- Highly organized and able to prioritize multiple important and sometimes competing activities.
- Able to work independently to support the organization as a whole to deliver on company goals and objectives.
- Willingness to go above and beyond and be “all in” with no task to small or large.
- Excellent communication skills and ability to understand and communicate organizational objectives.
- Very strong computer and software skills including Microsoft Excel, Word, PowerPoint, SharePoint, Teams

**Education and Experience:**

- Bachelor’s degree
- Minimum of 5 years in a similar capacity, preferably in pharmaceutical, medical device or regulated industry.
- Minimum 2 years working for executives in a public company.
- Experience working in small, high-functioning, entrepreneurial organizations preferred.

**Physical Demands and Work Environment:**

Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. Frequent out-of-town travel may be required. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary Range:** \$110-125k



**Mission Statement:**

LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.