

Job Description: Administrative Assistant

Position: Full time, exempt, salaried

Location: Boston, MA (Hybrid, minimum 3 days on-site)

Background: Hold onto your seats, because MEDIPOST doesn't just shine as the unparalleled champion of umbilical cord blood banks in Korea – we're also a pioneering force in the realm of cutting-edge cell therapy! Picture this: we're not just about promising therapies, but about bringing to life revolutionary solutions harnessed from umbilical cord-derived stem cells. Our mission? To triumph over the likes of Alzheimer's, Diabetic Neuropathy, and Osteoarthritis – diseases that hinge on inflammation. With boundless passion and unwavering dedication, we're on a journey to reshape the future of healthcare and usher in an era of unprecedented healing and hope.

Our lead product, CARTISTEM, is the world's first allogenic stem cell therapy and treats patients suffering from moderate to severe knee Osteoarthritis (OA). Approved in Korea in 2012, we have treated over 26,000 patients. MEDIPOST has recently formed a joint venture with the Centre for the Commercialization of Regenerative Medicine (CCRM) to form Omniabio, a cell and gene therapy contract and development organization (CDMO) in Toronto. Leveraging our in-depth scientific and stem cell therapy development expertise, our 10 years of commercial and clinical experience with CARTISTEM, and our CDMO joint venture, Omniabio, we have now developing Phase III clinical program to expand CARTISTEM into the North American and European markets.

As MEDIPOST embarks on a journey to halt degenerative diseases such as osteoarthritis, we are seeking talented and experienced quality staff that will contribute across all areas of our clinical program. In joining MEDIPOST, you will have a challenging and fulfilling role at the forefront of an industry revolutionizing the healthcare sector.

Position Summary

This role supports the CEO and senior leadership with all administrative needs, such as scheduling, travel arrangements, correspondence, etc. and will be responsible for book keeping, event and social media management, IT, public relations and human resources.

Responsibilities:

- Responsible for accounting activities; general bookkeeping, manage accounts payable, including tracking vendor invoices and matching invoices with POs, maintains the general ledger and reconciles accounts using QuickBooks, support finance report and internal/external audit
- Expense reports; including generating/review of expense reports and receipts.
- Company event management
- Social media management/PR: build brand awareness and marketing the product, society engagement (physician, payors, etc.), and other advertisement needed.
- Journal management; search and download journals requested and manage the files

- IT / HR support: act a key point-of contact to outsourced IT service provider, HR service provider, and other vendors
- Company insurance management
- Corporate account management (hotel, rent, etc.)
- Assisting CEO and senior leadership in managing calendar and schedules.
- Providing calendar/email support and coordination of work-related meetings
- Managing and making travel arrangements, accommodating frequent changes and updates as needed
- Coordinate internal/external meetings with efficiency and detail
- Provide general administrative support including but not limited to: meeting and greeting visitors, photocopying, scanning, sending documentation via FedEx, etc.

Qualifications:

- Bachelors degree with 1-5 years of relevant experience
- Bookkeeping Skills
- Accounting/Finance Bachelor's Degree or relevant experience is plus
- Excellent verbal and written communication skills in Korean and English
- Exceptional organization skills, with keen attention to detail and a strong ability to execute
- Demonstrated ability to handle sensitive information and situations with care and confidence
- Ability to work across various roles and teams in a dynamic, demanding, and fast-paced environment while remaining flexible, proactive, resourceful, and efficient
- Proficient in computers and most programs i.e. QuickBooks, Excel, Outlook, MS Word etc.
- Strong work ethic and ability to manage multiple priorities