

## Receptionist / Office Assistant

### Company

Visterra is a clinical stage biotechnology company committed to developing innovative antibody-based therapies for the treatment of patients with kidney diseases and other hard-to-treat diseases. Our proprietary technology platform enables the design and engineering of precision antibody-based product candidates that specifically bind to, and modulate, key disease targets. Applying this technology to disease targets that are not adequately addressed by traditional therapeutic approaches, we are developing a robust pipeline of novel therapies for patients with unmet needs.

Visterra is a wholly owned subsidiary of Otsuka America, Inc., which is a U.S. holding company and a wholly owned subsidiary of Otsuka Pharmaceutical Co., Ltd. of Japan. Visterra has approximately 70 employees and is located in Waltham, Massachusetts.

### Summary

Visterra is currently seeking a Receptionist/Office Assistant to join our growing team. The hours will be Monday through Friday from 8:30 AM – 5:00 PM. This highly visible position reports to the Senior Manager of Operations and Administration and will be seated at reception. Greet and direct visitors, route incoming calls to appropriate individuals as well as schedule conference rooms, order food/beverages for all meetings, support audio visual technology at meetings and any other coordination of office events. This person will assist in special projects for other teams as needed.

This is a full-time laboratory-based position located at Visterra's facility in Waltham, MA.

### Responsibilities

- Greet and direct visitors upon arrival.
- Answer the telephone, screen and direct calls.
- Control inventory and order office supplies for team; stock and maintain kitchen area.
- Order lunch for team meetings and happy hours, company meetings and special events; organize and maintain weekly "Fooda" employee lunch program.
- Participate in the employee event planning committee.
- Manage vendors required to maintain the office, including plumbing, HVAC, electrical etc., in partnership with the Senior Manager of Operations and Administration.
- Organize conference and meeting room bookings as needed.
- Manage the supply Visterra branded merchandise and distribute to employees.
- Provide general administrative support to this growing biotechnology company.
- Maintain calendars, including scheduling external and internal meetings.
- Assist with travel arrangements and expense reporting.

- Maintain SharePoint site including front page events, new hire announcements and updates.
- Assist scientists with obtaining scientific articles.
- Schedule interviews and follow-up in partnership with Human Resources, the Senior Manager of Operations and Administration or hiring managers.
- Complete a variety of projects on an ad-hoc basis.

## Requirements

- Bachelor's degree preferred.
- 3-5 years of experience providing office and administrative support.
- A positive attitude, professionalism, a demeanor of approachability and the ability to build professional rapport with people at all levels.
- Excellent oral and written communication skills.
- Strong organizational skills with demonstrated ability to prioritize and work independently.
- The ability to handle confidential information and issues effectively.
- Demonstrated proficiency on Microsoft office applications (Outlook, Word, Excel, PowerPoint).

*Visterra provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

For consideration, please submit a cover letter and resume to [careers@visterrainc.com](mailto:careers@visterrainc.com).