

## Operations Associate / Administrative Manager

**Manifold Bio is a well-funded, VC-backed biotech startup with a mission to invent next-generation technologies to design drugs that will improve and save patient lives.** Our founders come from George Church's lab at Harvard Medical School and are innovators in leveraging DNA and protein multiplexing technologies to engineer biological systems. Our team is highly collaborative and interdisciplinary. We are located in the Pagliuca Harvard Life Lab, a well-equipped modern lab space with a rich community of companies building cutting-edge technologies.

### Position

We are seeking a highly independent, proactive person to manage high-level operational tasks, assist with recruiting and human resources initiatives, guide marketing and social media, and help continue building out company culture. You will enable a team of creative, high-energy scientists to focus on inventing cutting-edge technology and make life-saving drugs, while having fun. This is a hands-on role and you should have demonstrated experience supporting leadership or running an organization, office management, and a startup mentality to multi-task and wear many hats. In addition to straightforward and detailed execution, many of these tasks require a thoughtful, creative approach. This position reports directly to the CEO. There is no limit on the scope this role could evolve into and we want to fully enable an ambitious person looking to learn and grow quickly.

### Responsibilities

- Identify processes to support team members and allow them to focus on the science
- Provide strategic logistical support to the CEO through coordinating between internal and external resources
- Trusted with various responsibilities related to HR, recruiting, onboarding and culture
- Advance marketing/branding/website/social media for pharma partnering, recruiting, and fundraising
- Identify, create, and implement innovative office management initiatives
- Plan and host company social events, social media and postings

### Qualifications

#### Must Have

- Experience and strong references illustrating a proactive, independent role in a previous organization
- Excellent written, verbal, and empathetic communication skills
- Focused attention to detail, execution of tasks, and accountability
- Comfort with web/office software (email, calendar, spreadsheets) and ability/excitement to learn new tools
- Strong planner with passion for forecasting and managing projects to completion
- Strong interpersonal skills and the ability to work independently and also collaborate in a team setting
- Creative and pragmatic problem-solving skills to facilitate complex operational priorities

#### Nice to Have

- Operations experience in a start-up environment
- Recruiting / hiring experience
- Experience managing a budget
- Familiarity with marketing / web design / can coordinate with web developer
- Experience in biology / drug discovery / healthcare

**If you're excited about this unique opportunity, please reach out to [careers@manifold.bio](mailto:careers@manifold.bio).**

*We value different experiences and different ways of thinking and believe the most talented teams are built by bringing together people of diverse cultures, genders, and backgrounds.*