

**Job Title**

Administrative Assistant

Expected Salary and Benefits

\$35k – 55k per year, commensurate with experience

Benefits: Employee Stock Option Plan, 401(k)-matching, Dental Insurance, Health Insurance, Paid Time Off

Job Type

Full-time

Job Description**Position Details:**

An Administrative Assistant position is available immediately at Inimmune Corp, an exciting Biotech company working on the discovery and development of novel immunotherapies for the treatment of allergies, infectious disease, and cancer. This is an excellent opportunity to join a world-class multidisciplinary research and development team that is well funded and has strong connections in both academia and industry. We are looking for highly motivated candidates with strong organizational, communication and administrative support skills. A scientific, business or accounting background would be a plus, but is not required. This position is expected to be a full-time appointment with the responsibilities and compensation being dependent upon the qualifications/experience of the candidate. This role may have some human resources responsibilities, but this experience is not required to apply.

Basic Qualifications: An Associates or Bachelors degree (BA or BS) in science, business or accounting with at least 1 year of administrative assistant experience.

Preferred Qualifications:

The appointee should be self-motivated and eager to provide general administrative and business support across all functional areas at Inimmune (Management, Project Teams, HR, Legal, Accounting). Depth and complexity of assigned tasks will vary based on experience and are likely to adapt with the role. These tasks may include collating and formatting technical reports, compiling/tracking timesheets, updating budgets, scheduling meetings, arranging travel, purchasing, organizing paper and electronic documents and managing service providers.

Preferred Skills and Experience:

· *Demonstrated experience and/or knowledge in the following techniques:*

- Self-motivated, detail oriented individual with strong organizational skills
- Strong administrative editing, typing, and formatting skills with experience assembling large technical reports or documents
- High level of proficiency across Microsoft Office software suite (Word, Excel, PowerPoint, Outlook)
- Depth of experience with spreadsheets, ability to comfortably and proficiently use formulas and worksheets in Excel
- Excellent verbal and written communication skills
- Ability to maintain confidential corporate and technical information
- Ability to perform multiple tasks at once and prioritize work based on supervisor feedback
- Quickly learn and apply new skills appropriate to completing administrative tasks
- Ability and willingness to undertake collaborative work, gather information from external sources as necessary and provide appropriate feedback to others
- Setup timelines and budgets with supervisor input and track them effectively

About Inimmune

Inimmune was formed in 2016 by an experienced team of biotech/pharmaceutical industry professionals. This team of chemists, immunologists and formulation scientists have been at the cutting edge of innovation for over 20 years and are now working to create new immunotherapies directed at making meaningful and lasting clinical impacts in the areas of allergy, autoimmunity, infectious disease and cancer. Through its technology, assets, and expertise, Inimmune is poised to become an industry leader in the fields of immunotherapy, infectious disease and immuno-oncology. Inimmune is headquartered in beautiful Missoula, Montana. A culturally vibrant community of about 70,000, surrounded by mountain grandeur which was recently ranked in the “*top 20 best college towns with a population of less than 250,000*” by the American Institute for Economic Research and ranked 9th in Outside Magazine’s “*The 16 Greatest Places to Live in America*” in 2014. Many national publications recognize Missoula for its high *quality of life*. Abundant recreational opportunities in surrounding state and national forests and nearby Glacier National Park and Yellowstone National Park complement a thriving intellectual atmosphere.

To learn more about Inimmune, please visit our website at www.inimmune.com

How to Apply

Priority Application Date: April 7, 2023

Please submit the following application materials:

- **Letter of Interest** – addressing the stated required skills for the position and motivation to join Inimmune
- **Detailed resume** listing education and describing work experience
- Names and contact information for **three (3) professional references**

Our goal at Inimmune is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business. It is also the law. Equal opportunity applies to all aspects of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits. As an equal opportunity employer, Inimmune does not discriminate in its employment decisions on the basis of race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, or political beliefs. Furthermore, Inimmune will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or a substantial safety health risk.