Office Manager
Reference 15-43

Posted July 29, 2015

About us:
At Arbutus, we have a vision: to cure chronic hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Doylestown, Pennsylvania.

About the role:
Arbutus has an opportunity for an Office Manager to join our team in Doylestown. Providing executive and general administrative support to our growing team, the Office Manager will "wear many hats" and will have an opportunity to get involved in a breadth of office management and administrative functions. If you want to use your amazing organizational, interpersonal and computer skills to support a passionate and dedicated team, we want to hear from you.

Responsibilities will include:
- Providing day to day executive administrative support to the Chief Scientific Officer, Chief Business & Commercial Operations Officer and other leaders as required
- Proactive Executive calendar management
- Liaising with representatives of other organizations on behalf of Executives
- Organizing and coordinating internal and external meetings and events, including travel arrangements such as booking flights, hotel and transportation
- Preparing various documents (including compilation of signatures and execution) and presentations; maintaining up-to-date contact information
- Acting as key liaison to Office Services team in Vancouver office to ensure consistency and efficiency between Arbutus sites as well as compliance with company policies and procedures
- Developing, implementing and/or improving local administrative and office services procedures and practices
- Creating and maintaining various files, ensuring original and working copies are collected and filed, and stored appropriately on the network
- Preparing expense reports for executives and other senior leaders as required
- Handling various administrative responsibilities for the Doylestown office, including:
    - making courier arrangements and assisting with all incoming and outgoing shipments
    - processing incoming/outgoing mail and ensuring sufficient postage supplies
    - ordering and maintaining an inventory of stationery, office and kitchen supplies
    - ensuring meetings rooms are set up and cleaned up before and after meetings; ordering catering as necessary
    - preparing expense reports, word processing of various documents, processing documents and database entry, photocopying, scanning and compilation work
- Other related duties as assigned

Qualifications:

- High school graduate with a minimum 5 years in a administrative capacity, preferably in a dynamic, high growth environment; college degree preferred
- Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and/or sensitive nature
- Excellent interpersonal skills: mature with a proven ability to work well with others throughout the organization
- Advanced MS Office skills including Outlook, PowerPoint and Word
- Strong verbal and written communication skills, ability to edit and format documents
- Ability to work to manage deadlines and prioritize effectively, while maintaining flexibility
- Strong attention to detail and extremely organized
- Flexible and customer service oriented; willing to pitch in wherever needed to support a busy office

Contact Information:
3805 Old Easton Road
Doylestown, PA 18902
e-mail: careers@arbutusbio.com
web: arbutusbio.com

How to Apply:
We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating your surname in the filename (**for example: SmithJane-cover-CV.pdf**) and position title and reference number in the subject line of the email (**"Office Manager (15-43)"**).

About your Application:
At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes we receive, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.