



**Administrative Assistant & Office Manager, Clinical Development**  
**Job Code 604WC**

**Description**

Fate Therapeutics is seeking a full-time administrative assistant to provide independent administrative support and office management for the Clinical Development team in our South San Francisco offices. The ideal candidate will be experienced in travel and expense management, event planning, and project coordination. The ideal candidate is bright and motivated with a proven history of performance with superior attention to detail and the ability to prioritize and manage multiple responsibilities. A high level of integrity and discretion in handling confidential information and professionalism is imperative. The ability to be flexible is a must, as is being able to work in a dynamic team environment, support Clinical Development team members based in multiple geographic locations, and build effective working relationships with internal and external parties. The position is based at the Company's South San Francisco office and reports to the SVP, Clinical Development.

**Major Responsibilities:**

- Provide timely, accurate and effective administrative support to the Clinical Development team
- Manage breakroom and office supply vendors and inventory (coffee, office supplies, etc.)
- Process payments and manage expense reports
- Maintain multiple calendars; plan, schedule and coordinate teleconferences, travel, onsite/offsite meetings
- Communicate professionally with colleagues and external parties; interface regularly with clinical investigators and their assistants; prepare materials and arrange offsite meetings and related activities
- Coordinate and help prepare documents including correspondences, agreements, and contracts
- Organize programs, events, meetings and conferences including arranging travel, conference registration, facilities and caterers; preparing documents and other supportive information; distributing invitations; coordinating agendas; and manage budget; and/or coordinate with meeting planner
- Provide assistance with editing documents, presentations and spreadsheets
- Manage references/citations by downloading articles and managing them in a shared reference tool (e.g., ReadCube)
- Serve as back up administration for clinical development operations team
- The ideal candidate should be able to:
  - Prioritize workload; handle projects expeditiously, proactively, and confidentially; follow-through to successful completion within deadlines
  - Address problems and develop practical, thorough and creative solutions without excessively relying on supervisory review
  - Independently and proactively deliver communications based on general instructions



- Proactively work with the teams to maximize the overall effectiveness of the organization

### **Qualifications**

- Minimum 3 years experience as an administrative assistant, preferably in the biotech industry
- Bachelor's Degree preferred
- Experience in supporting project teams and executives in the biotech or pharmaceutical industry a plus
- Expert in Concur travel and expense reporting
- Advanced knowledge of Microsoft Office (Teams, Word, Outlook Calendaring, PowerPoint, and Excel)
- ReadCube and SharePoint experience preferred
- Ability and willingness to quickly learn new skills and software applications
- Experience with arranging domestic and international travel, as well as conference registration
- Excellent written and verbal communication skills
- Professional and approachable, energetic, positive, team-oriented attitude
- Ability and willingness to establish contacts outside one's group and functional organization, develop partnerships with others to improve efficiency
- Ability to work well independently and under pressure, be resourceful and use good judgment, handle interruptions and adjust priorities as needed

### **Working Conditions and Physical Requirements**

- Onsite work at South San Francisco office
- Travel to HQ in San Diego, CA
- Occasional evening and weekend work as necessary

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and curriculum vitae to: [careers@fatetherapeutics.com](mailto:careers@fatetherapeutics.com) and reference job 604WC.

### **About Fate Therapeutics, Inc.**

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit [www.fatetherapeutics.com](http://www.fatetherapeutics.com).