



## **Title: Office Coordinator/Receptionist (part-time, contractor)**

### **ABOUT THE COMPANY**

At QurAlis, we are neuro pioneers on a quest to cure, boldly seeking to translate scientific breakthroughs into powerful precision medicines. We work collaboratively with a relentless pursuit of knowledge, precise attention to craft, and compassion to discover and develop medicines that have the potential to transform the lives of people living with neurodegenerative and neurological diseases. QurAlis is the leader in the development of precision therapies for amyotrophic lateral sclerosis (ALS). In addition to ALS, QurAlis is advancing a robust precision medicine pipeline to bring effective disease-modifying therapeutics to patients suffering from severe diseases defined by genetics and clinical biomarkers.

### **SUMMARY OF POSITION**

QurAlis is seeking a highly motivated Office Coordinator to ensure the smooth running, organization, and maintenance of day-to-day operations of the Cambridge, MA office to support all members of the QurAlis team. The Office Coordinator may be asked to complete ad hoc projects and tasks to help to improve company procedures and office operations. This is a contract role and is part-time (20 hours per week), onsite, reporting to the Associate Director, Business Administration. The ideal candidates will be available to Tues-Thurs to work in the office.

### **Primary Job Responsibilities:**

- Maintain reception desk and act as the point of contact to welcome guests, visitors, and vendors; ensure that they are escorted and connected to the correct staff.
- Maintain inventories and complete timely ordering and restocking of general office supplies, pantry/kitchen items on a routine basis as well as ad hoc ordering.
- Serve as the go-to person for office management related inquiries.
- Manage companywide operations calendars or tracking logs for conference rooms, and onsite parking (as needed).
- Ensure common areas (kitchen), community spaces (reception, seating areas), and conference rooms are organized, stocked, and as set up as appropriate for meetings/use including ensuring that any equipment is in working order. And if needed contacting the appropriate person to problem solve.
- As needed assist with coordinating and sending All Company operational updates.
- Ordering non-capital equipment for common areas.
- Maintain preventative maintenance (PM) contracts, schedule, and oversee PM and repairs, submit work orders and scheduling repairs for general office space and equipment.
- Manage janitorial and cleaning services, maintain office upkeep, including cleanliness and minor repairs.
- Assist QurAlis' liaison for building management and facilities as needed.



- Support HR with employee onboarding [e.g., shipping laptops and other supplies, employee badge, etc.], offboarding [collecting Company equipment, etc.] and onsite posting of HR policies and regulations.
- Point of contact for clerical and office shipping and receiving services [e.g., UPS/FedEx/USPS, etc.]; ensure that mail/packages are routed to the appropriate person.
- Administer corporate meal ordering account for All Company lunches and occasionally for ad hoc events.
- Assist with oversight of office vendors and evaluate new vendors for Company events, operations, and programs.
- Reporting office progress to senior management and working with them to improve office operations and procedures. Including recommending office operations, procedures and office layout that encourage optimal use of space.

#### **Primary Job Requirements:**

- Minimum 1-2 years of experience in an office or service environment.
- Strong organizational, planning and time management skills, with the ability to prioritize and manage multiple tasks at one time.
- Flexibility to adjust to new tasks should company or office needs change.
- Able to complete a high volume of tasks and projects with little or no guidance.
- Attention to detail with ability to multi-task office management duties.
- Be proactive, ask for guidance when needed, and be able to thrive in a do-it yourself, start-up environment.
- Strong interpersonal skills to effectively communicate and work collaboratively at all levels of the QurAlis team.
- Ability to execute work with diversity, equity, and inclusion lens.
- Ability to maintain a high level of integrity and discretion in handling confidential information.
- Intermediate+ Word, Excel, and PowerPoint skills, and tech savvy a must.

Please send resume with cover letter to [Halima.Tanous@QurAlis.com](mailto:Halima.Tanous@QurAlis.com)

*QurAlis is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law. QurAlis will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.*