

JOB DESCRIPTION	
JOB TITLE	Office Manager
REPORTING RELATIONSHIP	VP Operations & General Manager
DATE AVAILABLE	Immediately
LOCATION	Athens-Clarke County, GA
RESPONSIBILITIES	<p>To perform and coordinate a variety and range of administrative tasks in support of the General Manager/Vice President of Operations. Lead interactions with internal and external parties. Complete independently a variety of complex administrative projects that require detailed knowledge of the company and its functions. Projects may include the use of confidential or proprietary information.</p> <ul style="list-style-type: none"> <li>• <b>Administration:</b> Managing calendars, coordinating meetings, arranging international and domestic travel, answering phones, greeting guests, working directly with vendors, drafting correspondence and creating reports, tables, analyses, etc. from rough drafts and make corrections as necessary.</li> <li>• <b>Human Resources:</b> Working directly with the Boston based HQ HR team and assisting with all recruiting efforts, onboarding of new hires, managing the internship program, employee training and development, handling HR inquiries and assisting with all other corporate HR initiatives.</li> <li>• <b>Event Planning:</b> Being the main point of contact to plan and coordinate all events within the 3 Athens Sites and externally including working with all appropriate vendors and caterers and creating/preparing all presentational materials</li> <li>• <b>Facility Management:</b> Building and maintaining relationships with vendors, being responsible for IT solutions, assisting with all facility needs (ordering furniture, equipment, supplies, and supporting construction management projects)</li> <li>• <b>Finance:</b> Working with the Finance team on large projects and assisting with payroll and accounts payable inquiries</li> </ul>
REQUIREMENTS QUALIFICATIONS	<p>Bachelors/Associates degree. Five years of increasing responsibilities in office and/or administration experience, including two years providing administrative support for C-level staff. Previous experience with confidential or proprietary information strongly preferred.</p> <ul style="list-style-type: none"> <li>▪ Self-motivated with the ability to operate independently, work proactively and achieve results without close supervision</li> <li>▪ Strong PC skills with expertise in Word, Excel and PowerPoint</li> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Capable of positively representing Synageva</li> <li>▪ Ability to respond quickly to changing priorities and needs of senior staff</li> <li>▪ Excellent follow up – proactively updates senior staff on status of tasks and action items</li> <li>▪ Sense of urgency</li> <li>▪ Strong interpersonal skills including the ability to engage with people at all levels of the organization</li> <li>▪ Strong work-ethic and positive attitude</li> <li>▪ Commitment to operational excellence</li> </ul>

NOTES

Synageva BioPharma is a publicly held biopharmaceutical company with headquarters, research and development facilities in Lexington, MA, and research and production facilities in Athens, GA. Synageva was formed to concentrate on novel orphan treatments for rare diseases. Our lead program, SBC-102, an enzyme replacement therapy for LAL Deficiency, is in clinical development and has been granted orphan designation by the FDA. LAL Deficiency is a rare, serious and devastating disease that leads to significant morbidity and mortality. Synageva has four additional orphan products in development. To ensure that these therapeutic candidates reach patients in need, Synageva has recruited a team with a proven record of discovery, development and commercial experience within rare diseases.

Our work is based on creating value for patients and their healthcare providers, our shareholders and our employees. Our success brings new treatments to patients and providers. We are building a sustainable business and value for our shareholders because good medicine is good business. Our culture attracts and retains principle-minded individuals of integrity, drive, energy and passion.