



Executive Assistant

This is a great opportunity for a seasoned Executive Assistant to support the COO, CMO and Commercial team as we enter an exciting time of company growth.

Kala is an emerging biopharmaceutical company on the verge of commercialization. We are seeking an Executive Assistant that has experience supporting a commercial organization in a growing and dynamic organization. This is an opportunity for the right individual to come onboard and assist the COO, CMO, Commercial team, and other officers with administrative support, calendar management, and other tasks with discretion in a fast-paced environment. Come join an experienced and highly motivated team.

Key Responsibilities for this role will include:

- Provide direct senior executive level support to the COO, CMO and Commercial team.
- Responsible for complex calendar management and establishing an open line of communication with the admin team to coordinate meetings for the Executives.
- Manage domestic and international travel with strong attention to detail.
- Coordinate meetings/conferences and provide full logistical support including booking rooms, ordering catering, creating slide decks, and handling IT set up.
- Manage expense reports for executive officers
- Exemplify extreme discretion while preparing confidential documents and correspondence such as letters, emails, PPT's, etc.
- Work with Legal to create all contracts for the COO, CMO and the commercial team, as well as, all of the clinical study CDAs and CSAs.

Our ideal candidate will have:

- Requires 10+ years of experience in a senior executive support role; college degree required, previous C-level support experience is preferred.
- 5+ years of experience supporting a commercial organization.
- Experience working with an administrative team and ability to partner with the administrative staff to work as a cohesive team at all times.
- Excellent written and verbal communication skills, including the ability to understand nuance and adapt communication style based on the situation.
- Must be articulate and confident; must possess poise and show discretion.
- Must be flexible, highly organized, detail oriented and self-directed.
- Ability to network across the organization effectively and develop and maintain working relationships with the Kala team.
- Strong planning, organizational, time and project management skills to prioritize and complete multiple assignments and coordinate workflow.
- Ability to handle confidential information.
- Advanced proficiency in MS Word, Excel, PowerPoint, Concur, and Outlook.
- Must be able to anticipate needs, be proactive and exercise independent decision-making.

If you are interested in applying for this role, please send your resume directly to Careers@Kalarx.com and include the job title in your subject line.

About Us:

Kala is a biopharmaceutical company focused on the development and commercialization of therapeutics using its proprietary mucus-penetrating particle (MPP) technology, with an initial focus on the treatment of eye diseases. Kala has applied the MPP technology to a corticosteroid designed for ocular applications, resulting in two lead product candidates. The product candidates are INVELTYSTM(KPI-121 1%) for the treatment of inflammation and pain following ocular surgery, for which we have submitted a NDA, and KPI-121 0.25% for the temporary relief of the signs and symptoms of dry eye disease, which is currently in Phase 3 clinical development.