



Executive Assistant & Office Manager

About ClavystBio

ClavystBio is a life sciences investor and venture builder set up by Temasek to accelerate the commercialization of breakthrough ideas into health impact.

We invest and partner with innovators, entrepreneurs and founders, and foster private and public partnerships, to launch and grow global companies from Singapore. Our focus spans therapeutics, digital health and MedTech, with an emphasis on first-in-class science and technology.

Our collaborative space, Node 1, fosters a supportive community for life science startups. Located in Singapore Science Park, Node 1 provides accessible infrastructure for ventures that have graduated from incubators to progress to their next milestones.

Since our inception in 2022, ClavystBio has committed over \$220 million in investments in the life sciences sector.

Job Summary

The Executive Assistant & Office Manager will provide high-level administrative support to C-level Executives. The role requires a proactive and highly organized professional with exceptional communication and interpersonal skills. The Executive Assistant & Office Manager will be responsible for managing complex calendars, coordinating travel arrangements, handling confidential information, and acting as a liaison between the executive and internal/external stakeholders. This position demands a high level of discretion, efficiency, and the ability to anticipate the needs of the Executives.

Key Responsibilities:

Calendar Management

- Accurately and efficiently manage and coordinate Executive team's schedules, including prioritising and scheduling meetings, appointments and conference calls
- Proactively address potential scheduling conflicts and adjust, when necessary

Coordination of Board, Investment Committee (IC) and Advisor Meetings

- Schedule and coordinate Board, IC and Advisor meetings
- Ensure meeting logistics set-up (in person or virtual) and follow-up including travel logistics of Board/IC/Advisors to Singapore are promptly and professionally managed
- Assist the Company Secretary to coordinate Board agenda and materials, where necessary

Contacts and Relationship Management

- Build and maintain updated contact lists of Board members, Advisors, portfolio companies, partners, funds, academia, government, industry etc.
- Ensure new contacts from team's name cards, emails and other contacts are promptly added and categorized

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Travel Coordination

- Arrange complex domestic and international travel itineraries, including flights, accommodations, ground transportation and other logistics
- Ensure travel plans align with Executive and management teams' preferences and business requirements
- Prepare pre-trip meeting and information documents to ensure smooth travels
- Support filing of post-trip claims and reimbursements
- Assess corporate travel agents' competency and make necessary recommendations to retain or change on an annual basis
- Identify, and curate travel booking platforms or vendors (eg. Booking.com, and other relevant sites) that would support Executives' travels
- Track and exercise budget prudence in managing Executives' travels and entertainment

Office Support and Management

- Support HR Lead in the onboarding and offboarding of ClavystBio employees
- Coordinate and support HR/Operations/Communications Leads on team events e.g. get-together, offsite teambuilding, birthdays and other celebrations
- Support functional Leads to coordinate Board/IC/Advisory members attendance of key company events e.g. in-person Board meetings, ClavystBio Connects, Portfolio Day
- Ensure adequate office supplies and inventories to meet the team's needs
- Ensure office space is clean and organised
- Track and exercise necessary budget prudence for office administration, supplies and related events

Miscellaneous

- Provide timely back-up support during fellow EA's absence, including but not limited to support of the ClavystBio team
- Provide clear and timely team communication on the status of meeting scheduling, trips and office administrative matters

Candidate Profile:

- At least 5 years of experience as an Executive Assistant/ Office Manager in a fast-paced, high-growth, VC/fund management/start-up environment is preferred
- Excellent spoken and written communication skills
- Ability to exercise discretion due to highly confidential work nature
- Possesses a can-do and growth mindset, proactively seeking new ways and skills to enhance contributions to the team
- Attention to detail, and ability to large volume of information while keep tracking of priorities and ensure all matters are followed through with professionalism
- Ability to handle multiple tasks and demands with ease and efficiency
- Anticipates challenges and proactively address issues to ensure smooth day-to-day operations
- Willingness to embrace IT and new technology tools to enhance workflow efficiency
- High energy, self-motivated, passion for excellence and success
- Highly proficient in Outlook for calendar management, Microsoft office programs including Teams, word, excel, PowerPoint and other online communication tools including Zoom