

## About Tevogen Bio

Tevogen Bio Inc. is a late-stage clinical biotechnology company with a rapidly advancing diversified product pipeline and broad research portfolio. The research pipeline includes off-the-shelf, allogeneic genetically unmodified precision CD8+ T Lymphocyte therapeutics for the treatment of common cancers, neurologic diseases, and difficult to eradicate serious viral infections.

Tevogen leadership believes that personalized immunotherapies which are accessible to the masses are the next frontier of medicine, and a disruptive business model is necessary to increase the pace of medical innovation. Core to company's successful biopharma business model is its culture of Creativity, Optimism, Respect, Equality, and keen focus on continuous process improvement as well as organizational and manufacturing efficiency.

## Job Description

**Job Title:** Corporate Coordinator

**Work Location:** Warren Corporate Office, Warren, NJ

**Division/Department:** Administration

**Reports to:** Corporate Affairs Lead & Assistant to the Executive Committee

**Position:** Full-time, Exempt

## **Essential Duties and Responsibilities:**

The overall purpose of the Corporate Coordinator position is to assist with Tevogen Bio's administrative operations and support company growth. This will include working alongside the Corporate Affairs Lead to assist with account management, scheduling, communications, and corporate logistics. Specific responsibilities include, but are not limited to:

- Perform business administrative duties to support office management
- Provide administrative support, such as scheduling meetings or booking travel arrangements
- Perform organizational projects
- Assist with procurement and accounts payable
- Support vendor relationships and account management
- Collaborate with team members to assess and fulfill corporate office needs
- Support coordination of corporate events
- Duties may also include assisting with special projects

## **Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills
- Strong organizational skills with the ability to multi-task and prioritize work
- Ability to work independently but seek guidance where appropriate
- Ability to juggle competing priorities
- Proficiency in MS Office, including Word, Excel, PowerPoint, SharePoint, and OneDrive is a plus
- Bachelor's degree required

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

*Prospective new hires for this position must be fully vaccinated against COVID-19 as a condition of employment. Vaccine verification will be required on your start date unless an exemption has been approved by the Company as a medical or religious accommodation.*

*We maintain a drug-free workplace and perform pre-employment substance abuse testing.*

