

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: Executive Administrator

Work Location: Tevogen Corporate HQ, Warren, NJ

Division/Department: Administration

Reports to: Corporate Affairs Lead

Position: Full-time, Exempt

Essential Duties and Responsibilities:

As the Executive Administrator, you will play a pivotal role in Tevogen's fast-paced environment, providing executive-level administrative support to Tevogen's CEO, while simultaneously coordinating and leading future development projects. This position requires someone with exceptional organizational skills, who thrives in a dynamic, multi-faceted role, and who can promote a positive, efficient workplace environment. Specific functions will include:

- Provide comprehensive support services to the CEO that ensures a professional, responsive, and effective experience with the organization as a whole.
- Manage the day-to-day administrative affairs concerning the CEO.
- Assist in coordinating the agenda of team meetings, external meetings, and in-person meetings.
- Balance conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completions.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Collaborate with company executives on expansion projects, and manage associated projects, such as office furnishing, renovations, and facility issues.
- Improve and maintain office efficiency by working with other departments to plan and implement office systems, layouts, and equipment procurement.
- Assist with companywide event planning logistics.
- Duties may also include assisting with special projects.

Education and/or Work Experience Requirements:

- Bachelor's degree required.



- Minimum 2 years of relevant experience that allowed for professional development.
- Experience with MS Office Suite of applications (Word, Excel, PowerPoint, Outlook, OneDrive).
- Excels at building and managing relationships across teams, both internally and externally.
- Strong organizational and analytical skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members.
- Ability to handle confidential information with discretion.

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.

