Position: Executive Assistant to the CEO
Location: Remote (East Coast based)
Reports to: SVP, Human Resources

About Paragon

Paragon Laboratories is an emerging biotechnology company dedicated to discovering and developing best-in-class complex biologics for diseases with significant unmet need. With a dedicated in-house team of scientific experts in drugdevelopment, Paragon pursues differentiated therapeutic concepts and advances them rapidly toward proof-of-concept validation. As programs mature, Paragon supports their continued development through new company formation, strategic partnerships, or internal advancement.

The Role

The Executive Assistant to the CEO is a high-impact partner who brings structure, judgment, and momentum to the CEO's office. This individual will manage complex priorities, communications, meetings, and travel, anticipate needs, and ensure decisions and follow-up move forward in a fast-paced biotech environment. This role will report to SVP, Human Resources.

Key Responsibilities

- Serve as a trusted partner to the CEO, developing a strong understanding of company priorities and aligning the CEO's time with the highest-impact work.
- Own a complex, high-volume calendar across multiple time zones, making thoughtful scheduling decisions, anticipating conflicts, and protecting time for strategic priorities.
- Track commitments, decisions, and action items, ensuring timely follow-through without requiring step-by-step direction.
- Coordinate leadership, board, investor, scientific, operational, and external-partner meetings from planning through follow-up, resolving scheduling complexities with discretion, urgency, and a solutions-oriented approach.
- Partner closely and proactively with the Executive Assistants supporting Paragon's Partners and NewCos to maintain seamless communication and coordination across the network.
- Build trusted relationships across Paragon's network and surface potential gaps, conflicts, or communication needs before they disrupt execution.
- Plan all aspects of leadership meetings, offsites, company events, executive dinners.
- Plan and proactively maintain detailed domestic and international travel, including itineraries, accommodations, ground transportation, contingency options, and last-minute changes.

- Prepare and reconcile expense reports and support vendor, document, and administrative workflows, as needed.
- Maintain strong security awareness and exercise exceptional care with confidential scientific, financial, personnel, and governance information.
- Represent the CEO's office with professionalism, responsiveness, and sound judgment in interactions with employees, board members, investors, partners, and other external stakeholders.
- Contribute to and take pride in being a part of the Paragon company culture.

Qualifications

- 5+ years of executive support experience, including direct support for a CEO or other C-suite leader; biotechnology, life sciences, investment or financial services industry experience required.
- Demonstrated success managing complex calendars, competing priorities, sensitive communications, and executive-level relationships with a high degree of autonomy.
- Exceptional organizational skills and attention to detail.
- Impeccable written, verbal, and interpersonal communication skills, with the confidence and judgment to represent the CEO's office thoughtfully and professionally.
- A highly collaborative working style and proven ability to build effective partnerships with both internal and external Executive Assistants and stakeholders.
- Proactive, resourceful, and solutions-oriented approach; able to anticipate needs, develop contingency plans, and adapt calmly when priorities change.
- Sound judgment and discretion when handling confidential or sensitive information.
- Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, Teams, Zoom, and related collaboration tools, with the ability to learn new systems quickly.
- Ability to travel occasionally as business needs require, less than 10%.