

Executive Assistant & Operations Coordinator

Location: Gainesville, FL

Company: Immunogenik, Inc.

Position Summary

Immunogenik, Inc. is a clinical-stage biotech startup advancing innovative cancer immunotherapies, including cell therapy and antibody-based platforms. We are seeking a highly organized, reliable, and proactive Executive Assistant & Operations Coordinator to support the leadership team while helping manage day-to-day company operations.

This role is ideal for someone who is detail-oriented, responsive, trustworthy, and comfortable working in a fast-moving startup environment. The successful candidate will coordinate executive scheduling, company communications, document tracking, vendor and consultant interactions, grant project logistics, investor and advisor follow-up, and general administrative operations.

The position offers meaningful growth potential as Immunogenik expands. The immediate priority is dependable execution, strong organization, timely follow-through, and the ability to bring structure to defined operational tasks.

Key Responsibilities

Executive and Administrative Support

- Manage scheduling, calendars, meeting coordination, and follow-up reminders for the leadership team.
- Prepare meeting agendas, background materials, summaries, and action-item trackers for internal and external meetings.
- Coordinate communications with advisors, consultants, collaborators, vendors, and external partners.
- Assist with travel planning, conference logistics, meeting arrangements, and related reimbursements as needed.
- Provide reliable administrative support to the leadership team and help ensure timely follow-through on key tasks.

Operations and Project Coordination

- Track company priorities, project deadlines, grant timelines, regulatory milestones, and document submission dates.
- Maintain organized project trackers and follow up with team members, consultants, and collaborators to support timely completion of deliverables.
- Support day-to-day operations, including vendor onboarding, service agreements, invoice tracking, purchase orders, and expense reimbursements.
- Assist with HR-related administration, including onboarding, benefits coordination, payroll documentation, and personnel record organization.

- Help implement and maintain practical project-management and file-organization systems using tools such as Asana, Trello, Google Workspace, Dropbox, or similar platforms.

Grants, Regulatory, and Investor Support

- Organize materials for grants, contracts, reports, subcontract documents, and related submissions.
- Track required documents for NIH, FDA, institutional, and collaborator-facing activities.
- Maintain organized digital files for grant documents, regulatory correspondence, investor materials, NDAs, contracts, and compliance records.
- Support preparation and organization of investor and advisor meeting materials, pitch decks, due diligence files, and follow-up documents.
- Help maintain a structured company data room and digital filing system.

Communications and External Coordination

- Coordinate with website, legal, accounting, HR, regulatory, grant-writing, and business consultants as needed.
- Assist with company announcements, job postings, website updates, and external-facing materials.
- Support routine correspondence with vendors, consultants, collaborators, and professional service providers.
- Ensure communications are professional, timely, well organized, and aligned with company priorities.

Required Qualifications

- Bachelor's degree preferred; equivalent relevant experience will be considered.
- At least 2 years of experience in executive support, operations coordination, project coordination, administrative support, or a related role.
- Excellent organizational and time-management skills, with strong attention to detail.
- Ability to track multiple deadlines, prioritize tasks, and follow through with minimal supervision.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace, Zoom, and digital file-management systems.
- Ability to handle confidential information with discretion and professionalism.
- Comfortable working in a fast-paced startup environment with evolving priorities.
- Reliable, responsive, and proactive in identifying next steps and closing loops.

Preferred Qualifications

- Prior experience in biotech, life sciences, healthcare, academic research, or grant-funded organizations.
- Experience supporting senior executives, principal investigators, or company founders.
- Familiarity with project-management tools and structured digital filing systems.

- Familiarity with QuickBooks, bill payment, invoice tracking, purchase orders, or expense reimbursement systems.
- Experience organizing contracts, NDAs, compliance documents, regulatory files, or investor materials.
- Interest in cancer immunotherapy, biotechnology, startup operations, or life-sciences entrepreneurship.

Ideal Candidate Profile

The ideal candidate is highly organized, dependable, discreet, and proactive. This person enjoys keeping people, documents, deadlines, and organizations and can help a busy executive team manage many priorities with clarity and consistency.

The candidate does not need to be a scientist, but should be comfortable working around scientific, clinical, regulatory, grant, and investor-related materials. Strong judgment, confidentiality, responsiveness, and follow-through are essential.

Growth Opportunity

This role provides exposure to biotech operations, grant-funded research commercialization, investor relations, regulatory coordination, and company-building activities. As Immunogenik grows, the position may evolve into a broader operations, project-management, or executive-administration role.

Why Join Immunogenik

- Clinical-stage company with IND clearance and an ongoing first-in-human trial.
- Supported by NIH funding and non-dilutive capital.
- Differentiated cell-therapy platform with multiple pipeline expansion opportunities.
- Opportunity to help build company operations at a critical stage of growth.
- Direct collaboration with clinical, scientific, and business leaders.

How to Apply

Please send your resume or CV and a brief summary of relevant experience to:

admin@immunogenik.com

Immunogenik is an equal opportunity employer.