



Senior Administrative Coordinator

The Rhode Island Life Science Hub (RILSH) was established by the Rhode Island General Assembly as a quasi-public corporate body in June 2023, serving as the central entity coordinating life science initiatives in Rhode Island. The RILSH is responsible for administering the current \$45 million three-year appropriation allocated through legislation and funded by the Pandemic Recovery Office. This funding is crucial for supporting life science initiatives aimed at bolstering the state's economy and improving health outcomes for our residents. Our mission focuses on creating jobs in the life sciences, driving innovation and ensuring the Rhode Island workforce is ready to compete in the global life science industry – all for the betterment of human health and wellness.

Job Summary: We are seeking a detail-oriented and proactive Senior Administrative Coordinator to support the administrative operations of the Rhode Island Life Science Hub. The ideal candidate will have experience in managing office procedures, ensuring organizational effectiveness, and providing administrative support to the executives, team members and interface as needed with RILSH Board members. This role requires exceptional organizational skills, a willingness to do what it takes to get the job done, the ability to handle confidential information with discretion, and a proactive approach to problem-solving in a dynamic environment.

Key Responsibilities:

- A partner for the RILSH leadership team by managing daily office operations and procedures to ensure organizational efficiency
- Coordinate and schedule meetings, appointments, and travel arrangements for executives and team members
- Ensure readiness for monthly Board Meetings with RILSH team members
- Assist with budget oversight and management through QuickBooks
- Assist with preparation and management of expense reimbursements for RILSH staff and Board
- Assist with preparation and coordination of RFP's and procurement
- Organize and coordinate HR administration including on-boarding/off-board employees and maintaining personnel records
- Assist in the development of a RILSH Handbook for Employee Policies
- Work with payroll vendor to manage payroll and tax payments
- Work with IT vendor to ensure functional IT infrastructure
- Maintain office supplies inventory and place orders as needed, ensuring cost-effectiveness
- Serve as the point of contact for vendors, suppliers, and service providers
- Support special projects and initiatives as assigned by RILSH leadership

Skills and Qualifications:

- Enjoys working in a start-up environment with eagerness to build from the ground up



- Proven experience as an Office Manager or similar administrative role, preferably in the life science industry
- Knowledge of office management systems and procedures including QuickBooks
- Proficiency in MS Office (MS Excel, MS Word, and MS PowerPoint, in particular)
- Excellent organizational and multitasking abilities

Skills and Qualifications (continued):

- Strong verbal and written communication skills
 - Attention to detail and problem-solving skills
 - Ability to maintain confidentiality and handle sensitive information
 - Bachelor's degree in Business Administration, Life Sciences, or a related field preferred
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Reports to

- Rhode Island Life Science Hub, President and CEO

Classification

- Regular Full Time – 37.5 Hours per Week
- Salary / Exempt
- Office-based hybrid
- Occasional travel may be required for meetings or trainings
- The Rhode Island Life Science Hub is an at-will employer; no employment contracts exist.

Benefit Plan in Development (anticipated)

- Competitive salary based on experience
- Comprehensive health, dental and vision insurance plans
- Retirement savings plan
- Paid holidays and time off

Please submit your resume and a cover letter detailing your relevant experience and qualifications to info@RILifeScience.com.

The Rhode Island Life Science Hub ("RILSH") is an Equal Opportunity Employer. The RILSH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The RILSH will not tolerate discrimination or harassment based on any of these characteristics.