

**Regor Therapeutics Group** is a clinical stage company dedicated to the discovery and development of innovative and clinically differentiated medicines by leveraging the proprietary CARD (Computer Accelerated Rational Discovery) Platform. The company focuses mainly on three therapeutic areas, oncology, immunology, and metabolic disorders. By seamlessly integrating CARD with structural biology, computational chemistry, therapeutic biology, medicinal chemistry, and clinical development, Regor has successfully assembled a world-class scientific team and established a highly efficient new drug innovation engine to enable the discovery and development of best- and first-in-class molecules.

Regor is seeking an Office Coordinator to join a dynamic team.

Location: Cambridge, MA

Hybrid Model (remote/onsite )

**Position Overview:**

As the Office Coordinator, you will play a crucial role in ensuring the smooth and efficient operation. You will be responsible for managing administrative tasks, coordinating office activities, and providing support to various departments within the organization. The ideal candidate will be highly organized, detail-oriented, and possess excellent communication skills.

**Key Responsibilities:**

Assist and work with company employees and clients in a professional and courteous manner.

Manage company receptions, including answering phone calls, handling mails, and organizing courier services.

Maintain office supplies inventory by checking stock, anticipating needs, placing and expediting orders, and verifying receipt of supplies.

Coordinate meetings, conferences, and special events, including scheduling, preparing materials, and arranging catering as needed.

Assist with travel arrangements and accommodations for employees and guests.

Assist with administrative tasks such as data entry, filing, and document preparation.

Collaborate with HR to onboard new employees and facilitate orientation sessions. Support various departments with administrative tasks and projects as needed.

**Qualifications:**

Bachelor's degree in business administration, office management, or a related field preferred.

Previous experience in an office coordination or administrative support role preferred.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.

Strong organizational skills with the ability to prioritize tasks and meet deadlines.

Excellent communication and interpersonal skills, with a friendly and professional demeanor.

Proactive problem solver with a positive attitude and strong attention to detail.

Ability to work independently as well as part of a team in a fast-paced environment.

Knowledge of biotechnology or life sciences industry is a plus.

**Benefits:**

Competitive salary commensurate with experience.

Comprehensive benefits package including medical, dental, and vision coverage.

401(k) retirement savings plan with employer matching.

Opportunities for professional development and career advancement.

A collaborative and supportive work environment that fosters innovation and creativity.

If you are passionate about making a difference in the field of biotechnology and possess the skills and qualifications outlined above, we encourage you to apply for this exciting opportunity.

Please send your resume to: [humanresources@regor.com](mailto:humanresources@regor.com)