



Job #: 03-231

Job Title: Executive Assistant

Location: Waltham, Massachusetts

Role Summary:

Deciphera Pharmaceuticals is a clinical-stage biopharmaceutical company focused on improving the lives of cancer patients. We have used our proprietary drug discovery platform to develop a diverse pipeline of drug candidates designed to improve outcomes for patients with cancer by enhancing the quality, rate and/or durability of their responses to treatment. We currently retain global development and commercialization rights to our drug candidates, including three programs in clinical development. Deciphera (NASDAQ: DCPH) is a publicly traded company headquartered just outside Boston in Waltham, Massachusetts. Our state-of-the-art research facility is located near the University of Kansas in Lawrence, Kansas.

We offer an outstanding culture and opportunity for personal and professional growth based on these key principles:

- providing a collaborative, energized and fun work environment where people are empowered and supported in the achievement of their career goals
- a diverse and multi-disciplinary workforce
- dedicated and talented people who are passionate about achieving excellence in all they do
- a work environment that allows you to balance your priorities
- above all else, a commitment to the patients we serve

Position Summary:

This is an exciting opportunity to become part of Deciphera as we prepare for growth, moving into a new building, and the launch of our first oncology product. If you are someone who enjoys the administrative challenges and opportunities of a growing biopharmaceutical company this is the job for you!

Key Responsibilities:

- Support executive(s) and direct reports with complex calendar management, prioritizing commitments, and travel arrangements (planning itineraries, developing agendas, meeting materials and reporting expenses).
- Scheduling and planning, anticipating needs and proactively and effectively managing time accordingly
- Plan and organize both internal and off-site events and meetings, including selecting venues, developing agendas, coordinating travel, meals, etc.

- Vendor management – open POs, contracts, process invoices for payment, etc.
- Assist with managing the commercial budget, track and update spending
- Work closely and effectively with the leadership team to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Represents executive(s) in interactions with both internal and external stakeholders on a daily basis, operating with efficiency, enthusiasm, and professionalism.
- Maintain filing systems to ensure proper and timely handling of correspondence, documents, materials and records.
- Assistance with onboarding of new hires, vendors and contractors.
- Manage and treat highly confidential information professionally and in accordance with expectations of senior leaders.

Required Qualifications:

- 5 + years related experience working in a high-growth and fast-paced environment.
- Experience in the biotech or pharmaceutical industry required.
- Experience supporting C-level executives preferred.
- Superior organizational, administrative, analytical skills and exceptional attention to detail.
- A tenacious yet flexible problem-solver with an ability to manage complex tasks, prioritize competing demands and meet deadlines.
- Ability to manage the activities and schedules of multiple senior leaders with little or no supervision and maintain strict confidentiality.
- Skilled at exhibiting patience, respect and grace under pressure.
- Critical thinker who is proactive.
- Team player, who fosters collaboration
- Strong communication skills
- MS Office skills required (Outlook, PowerPoint, Excel)
- Bachelor's degree preferred.

Deciphera offers competitive compensation, including equity-based compensation, and a comprehensive benefits package that includes medical, dental, vision, 401(k) retirement plan, life insurance and a flexible spending account for either health care and/or dependent care.