



Job Title: Administrative Assistant
Reports to: Chief Executive Officer
Location: Airway Therapeutics, Inc.; Atlanta, GA

About Airway Therapeutics, Inc. (“Airway”):

Airway is an emerging biopharmaceutical company developing a novel recombinant human protein to break the cycle of injury and inflammation for patients with respiratory and inflammatory diseases. We have successfully completed a Phase 1b study for the prevention of bronchopulmonary dysplasia (“BPD”) in very early preterm born babies and are currently conducting a global Phase 2b/3 trial with clinical operations in the US, Europe, Israel and South America.

Administrative Assistant

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. The ideal candidate will provide comprehensive administrative support, ensuring the smooth day-to-day operations of the office. As an Administrative Assistant, you will play a key role in facilitating communication, managing schedules, and maintaining office efficiency.

Responsibilities of the Administrative Assistant:

- Provide administrative support to executives and staff, including managing calendars, scheduling meetings, and coordinating travel arrangements
- Handle incoming phone calls, emails, and correspondence in a professional and timely manner
- Maintain office supplies, order equipment, and assist in organizing company events or meetings
- Assist with basic bookkeeping tasks, filing, data entry, and preparing reports as needed
- Serve as the primary point of contact for internal and external inquiries, representing the company in a professional manner
- Support Human Resources procedures, including onboarding, offboarding, equipment tracking, and benefits administration.
- Assist with marketing and PR efforts, including coordinating social media posts and updating the website as needed.
- General IT support with basic knowledge of Apple products and systems

Requirements of the Administrative Assistant:

- Proven experience as an Administrative Assistant or in a similar role
- Strong organizational and time-management skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Excellent communication skills, both written and verbal
- Ability to maintain confidentiality and handle sensitive information with discretion

Benefits:

- Competitive salary and benefits package
- Opportunities for career growth and professional development
- Supportive work environment and collaborative team culture

Work Environment:

- Fast-paced, small organization with large collaborating network
- Offices in Madrid, Spain, Cincinnati, OH and Marietta, GA
- Ability to be productive and successful in an intense work environment is critical
- Interaction with vendors globally