



tknife

TRANSFORMING
T-CELL THERAPY

We are looking for individuals to join us who are inspired to work at a company that is rapidly growing, with an international team, that works on cutting edge science. We are committed to hiring people from diverse and unique personal and professional backgrounds, to combine viewpoints, approaches, and methodologies, and to build together transformative therapies for cancer patients. If you are innovative, collaborative, and are looking to make a huge impact, you're who we're looking for!

We are a preclinical (nearly clinical) stage biopharmaceutical company, developing T cell receptor (TCR) therapies for solid tumor cancers. Our dynamic team has set an ambitious goal to revolutionize the TCR landscape. Following our successful Series B financing, we are well positioned to reach those goals.

We have the benefit of being transatlantic, with locations in San Francisco and Berlin, and are looking to expand in all locations. We have a strong team of scientists who have demonstrated preclinical proof-of-concept with multiple TCRs, have validated the platform for over 90 undisclosed cancer targets, and have several drug candidates currently in preclinical development. We are on track to enter the clinic with our first program by the end of 2021.

It's an exciting time to join T-knife!

Contracts Administrator/Paralegal

Role

The contracts administrator/paralegal will focus on contract administration and legal operations, including developing and managing the contracting process, assisting with corporate policy development, and training, document management system and other needs of a rapidly growing international company. The successful candidate must have existing skills to start quickly and a can-do attitude to complete matters and take on new matters as needed.

Responsibilities

- Managing the contracting process, including development and roll out of contracts and document management system, managing contract requests, negotiating agreements via a playbook, securing signatures, reporting to internal clients on contracting progress and filing fully executed contracts

- Logging key metadata from existing contracts into document management system, including effective dates, termination dates, milestones and reports due
- Maintaining files and driving completion the development and implementation of corporate policies and templates, including tracking employee training
- Maintaining and filing corporate records, including minute book, resolutions, and minutes
- Working with other members of the legal or management team on special projects and initiatives

Education, Experience, Personal Attributes:

- Minimum 5 years of relevant experience, particularly contract and document management experience.
- Experience working with lawyers, preferably in a law firm or life sciences company. Licensed Paralegal is a plus.
- Meticulous attention to detail.
- Superior communication skills.
- Energetic, highly organized, diplomatic and calm under pressure.
- Ability to work effectively with all levels within the company, including the board of directors and senior management.
- Collaborative approach to achieving goals in a fast-paced, team environment.
- Ability to drive problem solving, decision making and issue resolution.
- Ability to work effectively, remotely as necessitated by current pandemic.
- Working knowledge of life science pre-clinical and clinical stage programs
- Fluent in German is a plus

This description is subject to change at any time.