

## Receptionist/HR & Legal Coordinator

Syros Pharmaceuticals is pioneering the understanding of the non-coding region of the genome to advance a new wave of medicines that control expression of disease-driving genes. Syros has built a proprietary platform to systematically and efficiently analyze this unexploited region of DNA in human disease tissue to identify and drug novel targets linked to genomically defined patient populations. Because gene expression is fundamental to the function of all cells, Syros' gene control platform has broad potential to create medicines that achieve profound and durable benefit across a range of diseases. Syros is currently focused on cancer and immune-mediated diseases and is advancing a growing pipeline of gene control medicines. Syros' leading drug candidates are SY-1425, a selective RAR $\alpha$  agonist in a Phase 2 clinical trial for genomically defined subsets of patients with acute myeloid leukemia and myelodysplastic syndrome, and SY-1365, a selective CDK7 inhibitor with potential in a range of solid tumors and blood cancers. Led by a team with deep experience in drug discovery, development and commercialization, Syros is located in Cambridge, Massachusetts.

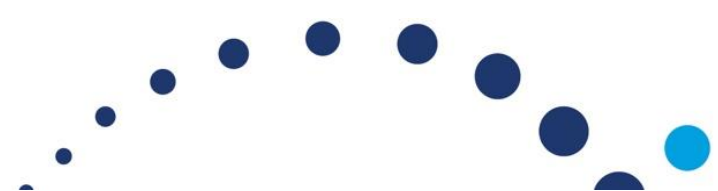
Syros Pharmaceuticals is seeking a dynamic, organized and experienced receptionist/operations assistant to maintain a welcoming environment for guests and employees of our growing pharmaceutical company.

### Key Responsibilities

Reporting to Senior Human Resources Manager, this is a high-visibility position in a 60-employee pharmaceutical company that requires your attention to detail and special touch.

- Welcome guests to your new organization
- Make our voice heard: work with our Public Relations team to maintain an aligned social presence on Twitter and LinkedIn
- Feed the family: we like to keep our fridges stocked and our bellies full
- Keeping us clean & green: maintain general office and conference room cleanliness and identify new ways to lighten our environmental footprint
- How's our space? oversee cleaners, pest services, conference-line services, shredding services, etc. and help with space planning
- What does Serious Fun look like? help us define that as we plan and execute events
- Stock it up: everyday office supplies and special orders alike
- Branded like a fox: help us display our logo with pride
- Introduce candidates to the Syros team in email outreach and schedule coordination
- Help us seal the deal: draft offer letters and secure signatures
- Settling in and send-offs: build new-hire welcome materials and get our new hires acclimated and prepare exit materials for out-going employees
- Keeping it together: partner with the legal and finance teams to maintain the contracts database and facilitate the contracts management process
- Team work: communicate facility requests to our Operations team

### Success Factors

- Confident and self-motivated with the ability to act with clarity
  - Excellent oral and written communication skills
  - Strong attention to detail and keen troubleshooting skills
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- Willingness to work collaboratively to execute on projects
- Resourceful, creative, enthusiastic, and results-oriented
- Acts with integrity, discretion and respect at all times

**Job Requirements**

- BA/BS or similar
- 4+ years' experience in an office environment
- Curiosity and desire to learn
- Strong written and verbal communication skills
- Ability to multitask with a sense of urgency
- Desire and ability to work in a fast-paced environment
- Computer savvy with essential MS Office skills
- Strong interpersonal skills and high emotional intelligence

Finally, the candidate will need to embrace our values:

As a team, we:

- are committed to transform the lives of patients
- are pioneering in our science
- challenge each other to achieve excellence
- work with passion, integrity and respect
- like rigorous work and serious fun