

XLock Biosciences, LLC
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December 19, 2022

Director of Operations

XLock Biosciences, an emerging biopharma company developing a patented protein therapy for several serious and poorly treated diseases, seeks to hire a Director of Operations. This hybrid (remote and on-site) position is based at XLock's headquarters in West Allis, WI.

The Director of Operations works closely with the CEO (who is remote) and the senior scientists in the West Allis office and laboratory. The Director of Operations will coordinate both day-to-day operations of the company as well as oversee our external communications and financial operations. The ideal candidate will possess superb organizational and people skills. Flexibility and ability to adapt to rapidly changing priorities in a startup company environment are essential. Excellent written and verbal English is required. Expertise with PowerPoint is required. Previous experience with website design and maintenance is ideal but not required. Expertise with QuickBooks is ideal but not required. Candidates must be willing to learn QuickBooks. A scientific background is helpful but not required. Candidates from other areas such as communications, finance and the humanities will also be considered.

Starting salary in the \$55,000 to \$70,000 range depending on experience. XLock Biosciences is an equal opportunity employer and does not discriminate in hiring or employment based on age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Interested candidates should submit a resume, cover letter and examples of their written communication skills to Dr. Bill Clarke (CEO@xlockbio.com).

For initially selected applicants, the interview process will entail a first zoom interview with the CEO followed by in-person interviews with the XLock senior scientists at the West Allis office.
