



Capricor Therapeutics, Inc. (NASDAQ: CAPR) is a Los Angeles, California based cutting-edge biotech company focused on the discovery and development of novel cell and exosome-based therapeutics for the treatment and prevention of a variety of diseases and disorders. Capricor's lead product candidate, allogeneic Cardiosphere-Derived Cells (CDCs), known as CAP-1002, is being investigated as a treatment for Duchenne muscular dystrophy and COVID-19. In addition, the Company is conducting research and development on its exosomes platform technology for a variety of indications. In response to a global pandemic, our team is currently applying its technologies to deploy a novel vaccination approach against COVID-19. Capricor offers exciting opportunities and invites qualified professionals to join our expanding team. Capricor provides competitive compensation and benefits packages.

Position: Administrative Assistant

Capricor is seeking a highly organized, detail oriented, and hardworking individual to join our San Diego team as a full-time Administrative Assistant. The Administrative Assistant will be responsible for providing administrative support to multiple team members and departments in a fast-paced environment.

Responsibilities:

- Manages all administrative and office duties/activities including but not limited to:
 - Greeting guests and managing incoming and outgoing calls
 - Monitoring and managing office budget
 - Coordinating and routing mail and deliveries
 - Managing and ordering office supplies
 - Keeping shared/common office spaces organized (i.e. kitchen, conference rooms, etc.)
- Manages and coordinates scheduling of appointments for executives
- Coordinates travel plans and submits expense reports when needed for executives
- Manages and coordinates logistics for on/off-site meetings, events and conferences
- Compiles and distributes information to appropriate parties as needed
- Compiles, collates, assembles meeting/presentation materials
- Produces professional quality reports, letters, presentations, and other documents
- Assist in event planning as needed
- Performs other duties as assigned

Requirements:

- BA/BS degree preferred
- 2+ years of administrative experience preferred
- Thorough understanding of office management procedures
- Highly skilled and proficient with all MS Office 365 programs, including Outlook, Word, Excel, Teams and PowerPoint, as well as Zoom video conferencing technology
- Excellent communication, interpersonal and organizational skills required
- Strong problem-solving abilities
- Ability to multitask, manage priorities, and ensure timely execution of deliverables
- Ability to handle sensitive company information in a confidential and professional manner
- Ability to work well in a dynamic, results oriented and cross-functional team environment

Applicants should submit their resume to careers@capricor.com.