

OFFICE & CONTRACTS ASSISTANT

VBI Vaccines Inc. (Nasdaq: VBIV) is a commercial-stage biopharmaceutical company developing a next generation of vaccines to address unmet needs in infectious disease and immuno-oncology. VBI's first marketed product is Sci-B-Vac™, a hepatitis B ("HBV") vaccine that mimics all three viral surface antigens of the hepatitis B virus; Sci-B-Vac is approved for use in Israel and 14 other countries. VBI's eVLP Platform technology allows for the development of enveloped ("e") virus-like particle ("VLP") vaccines that closely mimic the target virus to elicit a potent immune response. VBI is advancing a pipeline of eVLP vaccines, with lead programs in cytomegalovirus ("CMV") and glioblastoma multiforme ("GBM"). VBI is also advancing its LPV™ Thermostability Platform, a proprietary formulation and process that allows vaccines and biologics to preserve stability, potency, and safety. VBI is headquartered in Cambridge, MA with research operations in Ottawa, Canada and research and manufacturing facilities in Rehovot, Israel. For more information about us, please see our web site - www.vbivaccines.com.

We are looking for a full time **Office & Contracts Assistant** to join our growing team in our Ottawa office. You will be responsible for contracts assistant and general office administrative related duties.

Responsibilities:

General Office & Administration:

1. Office administration support
2. Incoming/outgoing mail & courier
3. Employee & management travel arrangements
4. Ordering office supplies
5. Co-ordinate off site records & document storage and retrieval
6. Organizing meetings including required supplies & equipment
7. Other duties as assigned.

Contract and Document Management:

1. Managing and filing legal and HR documents and correspondence
2. Preparing and formatting basic documents including contract renewals and confidentiality agreements (with support from legal counsel)
3. Tracking and following up on the status of contracts
4. Following up for signatures on contracts and other documents
5. Supporting the selection, implementation and ongoing administration of a contract management software solution.

Qualifications and Experience:

- 3-5 years related office & contracts/legal administration experience
- Related diploma or degree is a preferred asset
- Strong hands on working knowledge with MS Office suite with advanced Excel skills
- Experience with document management software is an asset.
- Strong interpersonal and English language verbal/written communication skills, comfortable working in a cross-functional team environment
- Quick learner with the ability to work independently, prioritize, multitask & meet deadlines
- Detail oriented, resourceful & excellent organizational and problem solving skills
- Only candidates with current Canadian government authorization to live and work in Canada will be considered.

To Apply:

Please send your resume including a cover letter outlining your qualifications and interest in joining VBI's team to hr@vbivaccines.com, noting **Office & Contracts Assistant** in the subject line.

We thank all applicants for their interest but we will only be able to contact individuals being invited for an interview.

No agencies please.