## 75 State Street, Suite 1400, Boston MA 02109 USA

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| **Position Title:** | Associate Director, Legal Operations |
| **Department:** | Legal |
| **Hiring Manager:** | Sr. Corporate Counsel, Legal |

**Our vision is a world where science, passion, and compassion create better todays and more tomorrows.**

**Position Overview:**

At Astria, we are devoted to bringing hope with life-changing therapies to patients and families impacted by HAE and other rare and niche allergic and immunological diseases. The Associate Director, Legal Operations, reporting to Astria’s Senior Corporate Counsel, Legal, will embrace our core values and work closely with the Legal team and stakeholders throughout the organization to enable efficient and effective contracts life cycle management, support critical path initiatives, and drive innovation in our legal operations. The ideal candidate will be a dynamic, energetic, proactive, and capable individual who has experience managing a high volume of agreements/legal documents across the contract life cycle for a wide range of stakeholders in a fast-paced environment and is willing to roll up their sleeves to help in a wide variety of legal activities.

**Responsibilities:**

* Lead contract database administration and support contracting life cycle process development efforts, including liaising with business functions to ensure contract templates are fit for purpose
* Provide operational and project management support for key legal initiatives, including those within our compliance and GDPR programs
* Serve as a key operations function, supporting internal functional teams and cross-functional efforts related to a variety of legal and compliance related initiatives
* Oversee the operational aspects of contracts generally, reviewing, revising, drafting, negotiating, and implementing a broad array of contracts in accordance with company developed legal guidance
* Work with internal stakeholders to evolve the contracts management systems and processes to meet Astria’s contract needs and demands
* Collaborate closely with internal colleagues and external collaboration partners and vendors to help drive Astria’s mission
* Provide operational support for drafting and reviewing documents related to key R&D and operational transactions, including in the areas of CMC, clinical, supply chain, discovery/non-clinical, medical affairs, and quality
* Support the development, implementation, and management of legal and compliance activities and services for Astria
* Assist with other elements of legal operations and company initiatives as needed

**Qualifications:**

* Significant experience managing a variety of agreements (including MSA, CDA, and Consulting Agreements) through all phases of the contract life cycle
* Paralegal certificate or JD preferred, but not required
* Biotech/pharma experience is strongly preferred
* Demonstrated excellence in communication
* Strong attention to detail
* Strong organizational/project management skills
* Ability to manage multiple tasks efficiently and effectively in a fast paced environment
* Ability to work collaboratively across the organization
* Must be resourceful, creative, proactive, and solution focused
* Proficient in MS Office, SharePoint, Docusign, and contract management system platforms