



Position Title:	Senior Manager, Legal Operations
Department:	Legal
Hiring Manager	Associate Director, Corporate Counsel

We are a team of experts from multiple disciplines who have come together driven to bring hope and life-changing therapies to patients and their families.

Position Overview:

Astria Therapeutics is dedicated to bringing hope with life-changing therapies to patients and families affected by allergic and immunological diseases. Astria’s pipeline includes our lead program, STAR-0215, a monoclonal antibody inhibitor of plasma kallikrein in clinical development for the treatment of hereditary angioedema, as well as STAR-0310, an OX40 monoclonal antibody antagonist currently in preclinical development for atopic dermatitis (AD) and being explored for other allergic and immunological diseases.

This role will work with all members of the Legal department, as well as other business partners company-wide to provide high-level operational support for various legal and compliance related tasks within the company. The Senior Manager Legal operations will play a key role in facilitating an organized and collaborative dynamic within the legal team, and cross functionally between the legal team and other departments. This role will be responsible for key legal and compliance operational functions, including the management of our contract lifecycle management system, tracking compliance initiatives across the organization, and assisting with various administrative and operational needs that arise within the legal and compliance functions.

Responsibilities:

- Operational and administrative support for the legal team
 - Administrative support of contracts lifecycle management system
 - Triage of contract requests; managing and organizing contract repository; administrative cross-functional assistance for contracts as needed; coordination of DocuSign; administer contracts process trainings company-wide and to new employees; lead weekly contracts meetings to review status of various agreements with the legal team
 - Manage invoicing for legal vendors and outside counsel payment inquiries; work with finance to collect invoices quarterly from legal vendors
 - Assist as needed with coordinating SEC filings
- Draft, review, and edit various contracts and other legal documents as needed
- Operational and administrative support for the compliance function within the legal team
 - Formatting, tracking, and organizing various procedures and policies under review with legal
 - Administering and tracking employee completion of mandatory trainings and policy acknowledgements
 - Documenting existing policies and procedures for ease-of-access cross functionally



- Update internal legal/compliance files, records and reference documents
- Support/lead research and legal projects as requested
 - Benchmarking and comparative analysis exercises
 - Gathering/presenting internal metrics from contracts software
 - Collection of reference materials for new regulations and case law as requested
- Support the Legal, Quality and Regulatory teams as needed
 - Light administrative support for cross-functional meetings and events

Qualifications:

- Minimum 5+ years experience, at least 1 years' experience in life-sciences industry preferred
- Fast learner and enthusiastic team player that demonstrates a strong ability to work independently or collaboratively on assignments
- Ability to treat sensitive information with the highest degree of integrity, professionalism and confidentiality
- Completes tasks and projects efficiently and independently, react with appropriate urgency and escalate concerns appropriately
- Strong organization and communication skills
- Client-service oriented with great attention to detail while still meeting deadlines
- Energetic, proactive, self-starter who thrives in a dynamic and fast paced environment
- Strong written and comprehension skills
- Proficiency with DocuSign, SharePoint, and Microsoft Office programs such as Word, Excel, Teams, and PowerPoint.
- Experience in a corporate environment preferred, experience in corporate biotech environment a plus.
- Availability to work on site at our Boston office two to three days a week

Astria's Commitment:

At Astria, we are committed to building a diverse team where every Astrian is empowered to bring their authentic self to work. We embrace a patient-first, people-always culture in which all Astrians and our collaborators have a sense of belonging and receive the support they need to thrive. We invest in our people through our words, our actions, and our values. We are working to develop and implement initiatives that promote diversity, equity, and inclusion throughout the organization and foster a culture of openness, respect, and collaboration, where all voices are heard, and everyone is valued for their unique perspectives and contribution.

People are our greatest asset, and only with a diverse team can Astria shine brighter. Together we can bring our passion and compassion to the work of delivering life-changing therapies to patients, families and communities.