



Job Title: Part-Time Administrative Assistant

Location: Fully Remote

Type: Part-Time (Flexible hours)

Reports to: COO

About Retension Pharmaceuticals

Retension Pharmaceuticals is a fast-growing, mission-driven startup focused on developing life-saving therapeutics for patients with high blood pressure and cardiovascular health. We're a small, collaborative team working to make a big impact—and we're looking for a highly organized, proactive, and adaptable administrative professional to join us.

Position Overview

We are seeking a **Part-Time Administrative Assistant** to support day-to-day operations in a dynamic, fast-paced startup environment. The ideal candidate is detail-oriented, resourceful, and comfortable wearing multiple hats. This fully remote role offers flexible hours and the opportunity to help shape efficient systems and processes as the company grows.

Key Responsibilities

- Provide general administrative support to leadership and team members
 - Manage scheduling, calendars, and virtual meetings across time zones
 - Coordinate document organization, filing systems, and version control (SharePoint/MS Teams etc.)
 - Prepare and format reports and meeting notes
 - Support onboarding activities (e.g., contracts, access setup, welcome materials)
 - Help streamline internal workflows and ensure operational efficiency
 - Perform ad hoc administrative and project-based tasks as needed
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Qualifications

- Proven experience in administrative or operations support (startup or remote experience a plus)
- Exceptional organizational and time management skills with keen attention to detail
- Strong communication skills and professional discretion
- Tech-savvy and comfortable using digital tools (MS Suite, Teams, Zoom, etc.)



- Ability to adapt quickly, manage competing priorities, and thrive in a changing environment
 - Self-starter with a proactive attitude and problem-solving mindset
 - Bachelor's degree or equivalent experience preferred
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Why Join Retension Pharmaceuticals

- Flexible, fully remote work environment
 - Opportunity to be part of an early-stage, mission-driven company
 - Collaborative, supportive culture that values initiative and creativity
 - Competitive hourly rate and potential for growth with company expansion
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To Apply:

Please send your resume and a brief cover letter describing your interest and relevant experience to careers@retensionpharmaceuticals.com

Recruiters and agencies: We appreciate your interest, but we're not seeking external recruitment support for this role.