

Administrative Associate

The BioProcess Institute (BPI), a small biotechnology engineering and testing company with clients worldwide, is seeking an Administrative Associate to assist with day-to-day operations.

Requirements

This position requires an adaptable professional with exceptional communication skills, sharp attention to details, patience, and the ability to multi-task in order to carry out administrative duties with accuracy and speed. Proficiency in Microsoft Office (PowerPoint, Word, and Excel) is a must-have. Problem solving capabilities, organizational skills, self-directed work style, can-do attitude, and willingness to learn new things round out the requirements for this position.

Responsibilities

As a small company, daily tasks and responsibilities vary from day to day and week to week. The main responsibilities of the Administrative Associate include, but are not limited to:

1. General office tasks including answering the telephone, greeting visitors, using office equipment, etc.
2. Proofreading and editing reports or other documents written by the director and others.
3. Creating PowerPoint slide decks for training and presentations.
4. Handling the shipping and receiving of packages.
5. Maintaining and updating company's standard operating procedures.
6. Submitting sample information via portals for off-site testing and analysis projects.
7. Monitoring the status of each open project at BPI.
8. Maintaining and monitoring the company's social media presence.
9. Assisting the Director in coordination of his activities, emails, projects, and schedule.
10. Maintaining general tidiness and organization of the office area and supplies.

General

1. This position is full-time, but flexible hours, including part-time hybrid, can be negotiated.
2. This is a key position in a small operation with an opportunity to help the business grow. As it grows, this position's role can evolve accordingly, and provide opportunity.
3. 401K Plan available.
4. This position will provide an opportunity to learn and become proficient with bioprocess technology. You will work with an industry expert and receive exposure to many of the top companies providing components to the biopharmaceutical industry.