

Office Administrator I, II

Role Summary:

The Office Administrator role will coordinate office activities, communications, and operations while providing clerical and administrative support to leadership. You will work directly with senior management of a rapidly growing biotech company supporting a range of functions depending on your interest and skill set. Examples include: creating graphs and figures for scientific presentations, formatting documents and slides, grants management, internal communications, support for HR, accounting, and marketing.

About You

- You are highly organized and detail oriented
- You like to work independently, but enjoy team interaction, sharing expertise and experience as we collectively work towards the best solution possible in every context.
- You are positive, optimistic, and outgoing
- You are curious, love learning, and adaptable to evolving opportunities of a rapidly growing company

What You'll Do

Below is an example of the various functions you will be responsible for in this role:

Admin

- Internal team communications
- Answer phones and coordinate visitors at facility
- Manage and schedule zoom meetings
- Maintain company calendars
- Monitor general company email accounts and distribute messages appropriately
- Create forms and templates for various company documents
- Create standard processes and checklists for activities and workflows

Technical

- Support Research Team in data preparation (such as producing graphs)
- Support formatting and preparation of manuscripts, grant proposals, and technical reports

Human Resources

- Post and manage new job postings on an existing network of sites
- Coordinate interviews as positions become available
- Support new-hire on-boarding
- Support on-going general employee training (i.e. lab safety) including maintaining accurate records
- Support employee benefits enrollment and administration

Accounting

- Support controller in charge classification
- Enter new invoices into payment system
- Support controller in the collection of audit documents

General Operations

- Manage shipping & receiving including maintaining accurate, traceable records
- Produce monthly spending reports
- Coordinate food and beverage orders for employees and periodic events held at the facility
- Maintain general organization and cleanliness of common areas (conference room, break room)

Marketing

- Write and schedule social media posts based on a given content calendar
- Support writing blog posts, as needed
- Create simple graphics using existing templates
- Maintain internal company resource website

Projects

- Maintain current employee effort for Other Support documents and annual reporting requirements
- Support grant proposal submission
- Support semi-monthly timesheet preparation and distribution
- Review timesheets and update PTO

Minimum Position Requirements:

- *Education & Experience*
 - 4 year degree - BA or BS
- *Interpersonal skills*
 - Exceptional communication skills, writing skills in particular
 - Positive, optimistic demeanor with high integrity
 - Strong relationship building skills
- *Technical Skills*
 - Highly proficient in Microsoft Office - particularly Excel and Powerpoint
 - A familiarity with Google's Office equivalents (Sheets, Slides, Docs)
 - Proficiency in Social Media platforms, especially: LinkedIn, Twitter, Youtube

Preferred Skills & Experience, though not required:

- >1 year Office Management experience
- Degree in STEM related field
- Technical writing experience
- Google analytics
- GraphPad

Salary: \$32k to \$42k per year with full benefits.



About the Company

Founded in 2015, Hesperos, Inc. is accelerating drug discovery by providing safety and efficacy testing of chemicals and novel therapeutics for the pharmaceutical, cosmetic, and food industries using its patented, Human-on-a-Chip platform. Bringing together biologists, surface chemists, and engineers, our team is producing some of the world's most advanced organs-on-a-chip platforms. From gene expression to electrophysiology, we recreate key components of organs in an interconnected, functional system. Chemically patterned microchips enable real-time, non-invasive monitoring of organ activity where we use sophisticated measurement techniques to detect minute changes.

This breakthrough technology enables unprecedented visibility into specific disease states and how the human body will respond to treatment - something that previously required costly animal testing and human trials to determine. As a functional, interconnected, human surrogate, Hesperos' Human-on-a-Chip provides preclinical insight into the safety and efficacy of novel therapeutics.

Ultimately, this breakthrough technology will eliminate the need for animal testing in drug discovery while enabling research into rare diseases previously considered untreatable.

Visit our website (hesperosinc.com) to learn more about the company and leadership team.

How to Apply:

Send your CV and any relevant documents to Careers@hesperosinc.com

Hesperos, Inc. is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, disability, or veteran status.