

Administrative Assistant

Job Brief:

Searching for an enthusiastic and dependable Administrative Assistant willing to learn and take the initiative. Duties and responsibilities include providing administrative support to ensure efficient operation of the office. You will assist staff members with a variety of tasks related to purchasing activities, document management, accounting functions and receptionist duties. The admin job scope includes communicating in person, by phone, via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

Essential Functions:

- Placing orders of reagents (chemicals) and supplies for the lab by means of communicating with 30+ vendors and requesting quotations through phone and email.
- Processing and matching purchase orders with packing slips and invoices.
- Interfacing with the scientists to ensure order accuracy as needed.
- Setting up purchase orders in Quickbooks and attaching related documentation.
- Electronic scanning, organizing and categorizing documents into logical system.
- Reception: Greeting visitors, answering phones, signing for deliveries.
- Other tasks as needed to maintain the necessary functions of the office.

Knowledge, Skills and Abilities:

- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Skill to use a personal computer and various software packages.
- MS Office Suite 2016 or previous version (Outlook, Word, Excel, Powerpoint).
- Ability to learn NEAT software (document management) and Quickbooks.
- Must be detail-oriented with strong organizational skills.
- General purchasing functions.
- Detail oriented with strong organizational skills.
- Ability to streamline processes and improve work flow.

Respond to: Sarah Hogan at shogan@americangene.com. Reference Job# 3029 in Subject

Application: Please provide a cover letter and resume'.