



APTAGEN LLC
250 North Main Street
Jacobus, PA 17407
TEL: 717-278-2436

www.aptagen.com

Position: Business Development Specialist

\$16/hr to \$26/hr

(Benefits: www.aptagen.com/benefits/)

Full-time or part time

(Schedule: www.aptagen.com/schedule/)

Aptagen, LLC is a biotechnology and life-sciences company. We are a global leader in developing 'synthetic antibodies' called aptamers, with over 25 years of experience. Aptamers are target-recognition elements with high affinity and specificity against targets such as small molecules, protein biomarkers, cells, and tissues. Aptamers are an alternative platform to that of antibodies for diagnostic, therapeutic, and bio-industrial applications.

Description: The Business Development Specialist will perform a variety of high-level administrative and executive duties to ensure smooth and efficient operation in a high-intensity, laboratory-based work environment. This position will coordinate between the Lab Director and the President & CEO. We are seeking a passionate and innovative individual seeking to step into a start-up/emerging company and is not averse to risk taking.

Candidate must be straightforward, personable, articulate, creative, and business-savvy. Ideal candidates will be an amalgamation of an entrepreneurial scientist and business partner. They would have a working knowledge in the biotechnology field with 2+ years of lab bench experience in molecular biology or equivalent. A minimum of an MBA or a bachelor's in Molecular Biology, Biochemistry, or other science-related fields is required. No telecommuting candidates will be considered.

The candidate can meet deadlines and effectively prioritize tasks & assignments, primarily in the area of business development, such as business plans, pitch decks, and collaborations.

Responsibilities include, but are not limited to:

- B2B/B2C business development and contract preparation/review
- Identify and pursue all forms of funding opportunities, including grants and investment opportunities.
- Additional higher-level business-related requests, including developing/updating the business plan, strategies, and financials.
- Weekly debriefing meetings with President & CEO (Founder).
- Take direct calls, manage emails, and meet with visitors
- Calendar management, schedule a moderate volume of meetings, appointments, and conferences (domestic and international)
- Assist in business expansion and proposals
- Participate in presentations and weekly reviews
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork



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- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Additional responsibilities as required – light travel (>~2hrs), ability to be a team player and assist where needed

Qualifications/Skills:

- Entrepreneurial spirit, takes initiative, creative, and thinks `outside the box`
- Tech savvy; high-level proficiency in Microsoft Office
- Must display a keen attention to detail
- Reliable, responsible, and punctual
- Confidentiality – able to be trusted with confidential information
- Strong oral and written communication skills
- Fast learner
- Business and/or science background

Please provide a cover letter and LinkedIn profile required. (Resumes/CVs optional)

Contact: mailbox@aptagen.com

Dr. G. Thomas Caltagirone, Ph.D., President & CEO