



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

www.aptagen.com

Position: Executive Assistant & Lab Manager

\$14/hr to \$22/hr (Benefits: www.aptagen.com/benefits/)

Full-time (Schedule: www.aptagen.com/schedule/)

Description: The Executive Assistant & Lab Manager will perform a variety of high-level administrative and executive duties to ensure smooth and efficient operation. While this position will coordinate between Administrative Assistant, Lab Director, and the President & CEO, the Lab Assistant will work closely with the Lab Director, VP of R&D, & COO.

Essentially, the company is seeking a “go-to person”, and a “Jack or Jill of all trades” in a high-intensity work environment. The candidate is able to meet deadlines and effectively prioritize tasks and assignments to assist the lab director on a day-to-day basis.

An Associate’s or Bachelor’s degree in a related science field is required.

Responsibilities:

- Lab organization/cleaning and resolving minor maintenance tasks
- Shipping and Ordering Lab Supplies
- Inventory Tracking
- Regular communication with leadership
- Screen and direct calls, email, and visitors
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork, etc.
- Investigate and follow-up with identified issues
- Efforts for general funding of the lab operations through grant writing and submission
- Additional responsibilities as required – ability to be a team player and assist where needed such as Quality Control assistance.

Qualifications/Skills:

- Entrepreneurial spirit, takes initiatives, creative, and thinks ‘outside the box’
- Tech Savvy: High-level proficiency in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook & Proficient in Adobe Acrobat
- Must display a keen attention to detail
- Reliable, responsible, and punctual
- Discrete – able to be trusted with confidential information
- Strong oral and written communication skills
- Mechanically Inclined (i.e. handyman) and 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