



APTAGEN LLC
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Executive Assistant & Marketing Guru

Full-time or Part-time, \$12/hr to \$22/hr (depending on skill set) with an initial assessment period of 3 months at \$10/hr, may be extended if part-time. Benefits may be included.

Part-time: 8:30am to 2pm (Mon-Thurs) | Full-time: 8:30am to 4pm (Mon-Fri)

Description:

The Executive Assistant Marketing Guru 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 Executive Assistant will work closely with the President & CEO.

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, primarily in the area of marketing and business development. No formal degree in this area is necessary.

Responsibilities:

- Regular communication with leadership
- Screen and direct calls, email, and visitors
- Calendar management
 - Schedule a moderate volume of meetings, appointments, and conferences (domestic and international)
 - Make travel arrangements in accordance with established guidelines
- Assist in developing/designing Marketing collateral such as flyer/brochure materials and Digital Marketing Campaigns (~70% time devoted)
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork
- Investigate and follow-up with identified issues
- Office area organization/cleaning and resolving minor maintenance tasks
- Additional responsibilities as required – ability to be a team player and assist where needed

Qualifications/Skills:

- Entrepreneurial spirit, takes initiatives, creative, and thinks ‘outside the box’
- Tech Savvy; High-level proficiency in Microsoft Office and Adobe's Creative Suite- Illustrator, Photoshop, InDesign, etc.
- 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 (preferred, but not necessary)