



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

[www.aptagen.com](http://www.aptagen.com)

**Position:** Assistant Bookkeeper

\$16/hr to \$22/hr

Part time

(Benefits: [www.aptagen.com/benefits/](http://www.aptagen.com/benefits/))

(Schedule: [www.aptagen.com/schedule/](http://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 Assistant Bookkeeper will perform a variety of clerical tasks (data entry/accounting) to ensure smooth and efficient operations.

The candidate can meet deadlines and effectively prioritize tasks & assignments, to support and supplement the Administrative Assistant. Tasks may vary and are fundamentally interdisciplinary.

While this position will coordinate between the Administrative Assistant, Lab Director, and the President & CEO, the Assistant Bookkeeper will work most closely with the Administrative Assistant. Conducting additional communications with external customers, vendors, and contacts to assist with objectives is crucial.

**Responsibilities include, but are not limited to:**

- Maintaining comprehensive and accurate records
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications in conjunction with the Administrative Assistant
- Organizing meetings, including scheduling, and sending reminders when necessary
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Taking notes at meetings
- Office area organization/cleaning and resolving minor maintenance tasks
- Investigate and follow-up with identified issues
- Additional responsibilities as required – ability to be a team player and assist where needed



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**Qualifications/Skills:**

- At least a 2-year degree or equivalent level of experience preferred
- A basic understanding of QuickBooks
- 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 sensitive information
- Strong oral and written communication skills
- Creative problem-solver
- Fast learner

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

Contact: [mailbox@aptagen.com](mailto:mailbox@aptagen.com)

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