



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

Position: Creative Handyman & Technical Guru

\$16/hr to \$22/hr (Benefits: www.aptagen.com/benefits/)

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

Description:

The company is seeking a “Jack or Jill of all trades” in a high-intensity work environment. The candidate will need to meet deadlines and effectively prioritize tasks and assignments.

Who are we looking for?

- Someone who desires to make extra income to improve their own lifestyle and can work flexible hours to best serve the company and its upward direction.
- Someone who has some type of post-high school degree
- Team-oriented individual
- Positively responds to constructive criticism
- Someone handy and able to wear a variety of hats within the company to accomplish tasks
- Entrepreneurial spirit, takes initiatives, creative, and thinks outside the box

Responsibilities:

- Regular communication with leadership
- Fit into several different roles involving construction, repair, renovating, and adjusting the current environment of the laboratories and office.
- Create visual communications to convey messages in an effective and aesthetically pleasing manner.
- Screen & direct calls, email, and visitors
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork
- Office area organization/cleaning and resolving maintenance tasks
- Additional responsibilities as required – ability to be a team player and assist where needed
- Investigate & follow-up with issues

Qualifications/Skills:

- Strong & diverse physical labor abilities
- Analytical skills
- Creativity
- Flexibility
- Must display a keen attention to detail
- Deadline-oriented
- Time-management skills
- Communication skills
- Handles rejection/constructive criticism
- Reliable, responsible, and punctual
- Mechanically Inclined (i.e., handyman) – able to MacGyver solutions for small projects
- Science background (preferred, but not necessary)
- Strong oral and written communication skills

Education and Experience: Post-High School Degree. College degree preferred, but not necessary.