



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

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

**Position:** Front Office Executive Assistant

\$16/hr to \$22/hr

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

Full-time or part time

(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 Front Office Executive Assistant will perform a variety of high-level administrative and executive duties to ensure smooth and efficient operations.

Essentially, the company is seeking a “go-to person”, and a “Jack or Jill of all trades” in a high-intensity, laboratory-based work environment. The candidate can meet deadlines and effectively prioritize tasks & assignments, to support and supplement all departments. Tasks vary and are fundamentally interdisciplinary.

While this position will coordinate between the Administrative Assistant, Lab Director, and the President & CEO, the Front Office Executive Assistant will work most closely with the President & CEO. Conducting additional communications with external collaborators and contacts to assist with departmental objectives is crucial.

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

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive’s behalf
- Maintaining comprehensive and accurate records
- Organizing meetings, including scheduling, sending reminders, and organizing catering 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
- Managing President & CEO’s calendar, including making appointments and prioritizing the most sensitive matters
- Taking notes at meetings
- Office area organization/cleaning and resolving minor maintenance tasks
- Investigate and follow-up with identified issues
- Assist in developing/designing marketing collateral such as flyer/brochure materials and digital marketing
- 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
- An interest/experience in biology and/or chemistry
- The individual has a sense of “design”
- Entrepreneurial spirit, takes initiative, 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 sensitive information
- Strong oral and written communication skills
- Creative problem-solver
- Fast learner
- Mechanically inclined – able to MacGyver solutions for small projects

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