



APTAGEN LLC  
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## **(Entry-Level) Internship/Co-Op Coordinator**

Full-time, \$25K to \$45K salary (depending on skill set) with an initial assessment period of 3 months at \$1000 every 2 weeks. Benefits included (health insurance, supplemental insurance, vision/dental, retirement plan).

Full-time: 8:00am to 4:00pm (Mon-Fri) | Travel outside of business hours (with travel expenses covered).

### **Description:**

The Executive Assistant & Internship/Co-Op Coordinator will be solely responsible for managing Aptagen's Internship/Co-Op Programs. This person will identify opportunities to recruit students for the company's training programs. Registering and planning travel itineraries as well as attending college career fairs is an essential responsibility for this position. While this position will coordinate between Marketing 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 must be able to meet deadlines and effectively prioritize tasks and assignments primarily in the area of recruitment of new talent and the growth of Aptagen's Internship/Co-Op Programs. No formal degree is necessary.

### **Responsibilities:**

- Travel to career fairs at a variety of colleges & universities during the Fall and Spring semesters (travel costs will be covered). Candidate must have reliable vehicle, be willing to travel 2-4 hr radius, and stay overnight at hotels. Air travel, although rare, may be necessary.
- 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 (~50% 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)