



APTAGEN LLC
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Lab Guru- Manager/Assistant

Full-time or Part-time, \$14/hr to \$22/hr (depending on skill set) Benefits included if full-time.

Part-time: 8:00am to 2pm (Mon-Fri) | Full-time: 8:00am to 4pm (Mon-Fri)

Description:

The Lab Manager will perform a variety of high-level administrative and executive duties to ensure smooth and efficient operation within a molecular biology laboratory. While this position will coordinate between Administrative Assistant, Lab Director, and the President & CEO, the Lab Assistant will work closely with the Lab Director, VP of R&D, & COO.

Essentially, the company is seeking a “go-to person”, and a “Jack or Jill of all trades” in a high-intensity work environment. The ideal candidate is a handyman who has experience with several different expertise in problem solving and physical applications. The candidate is able to meet deadlines and effectively prioritize tasks and assignments to assist the lab director on a day-to-day basis.

An Associates or Bachelor’s degree in a **related science field** is required.

Responsibilities:

- Lab organization/cleaning and resolving minor maintenance tasks
- Shipping and Ordering Lab Supplies
- Inventory Tracking
- Regular communication with leadership
- Screen and direct calls, email, and visitors
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork, etc.
- Investigate and follow-up with identified issues
- Additional responsibilities as required – ability to be a team player and assist where needed such as Quality Control assistance.

Criteria:

- Entrepreneurial spirit, takes initiatives, creative, and thinks ‘outside the box’
- Tech Savvy: High-level proficiency in Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook & Proficient in Adobe Acrobat
- Must display a keen attention to detail
- Handles rejection/constructive criticism
- 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