



APTAGEN LLC  
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## **(Entry-Level) Lab Manager**

Full-time or Part-time, \$14/hr to \$18/hr (depending on skill set) with an initial assessment period of 3 months at \$13.50/hr, may be extended if part-time. Benefits may be included.

Part-time: 8:30am to 3pm (Mon-Thurs) | Full-time: 8:30am to 5pm (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 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
- Reliable, responsible, and punctual
- Discrete – able to be trusted with confidential information
- Strong oral and written communication skills
- Mechanically Inclined (i.e handyman)