Position: Webmaster-IT **&** Executive Assistant
$16/hr to $26/hr   (Benefits: www.aptagen.com/benefits/)
Full-time or Part-time   (Schedule: www.aptagen.com/schedule/)

Description: The Webmaster-IT Executive Assistant will maintain and implement new features for our legacy WordPress site as well as migrate the site to our new platform, Webflow. This position will coordinate between Marketing, Executive Assistant, and the President & CEO.

The candidate is able to meet deadlines and effectively prioritize tasks and assignments, primarily in the area of website development. No formal degree in this area is necessary. Background in biology/molecular biology is preferred.

Responsibilities:
• Regular communication with leadership.
• Website development and design in PHP, JavaScript, SQL, and a variety of other languages.
• Light SQL database management.
• Manage the company's SEO.
• Investigate and follow-up with identified website issues.
• 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'
• Demonstrable knowledge in WordPress, Webflow, HTML/CSS, JavaScript, PHP, and SQL.
• High-level proficiency in Adobe Suite and Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook.
• Familiarity with e-commerce tools.
• 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.
• Science background (preferred, but not necessary).

Please provide a cover letter and LinkedIn profile required. (Resumes/CVs optional)

Contact: mailbox@aptagen.com
Dr. G. Thomas Caltagirone, Ph.D., President & CEO