

Job Title: Administrative Assistant

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a dynamic and congenial company environment and the convenience of working in the South Bay Area.

The ideal candidate will provide a professional and friendly first impression to anyone engaging with List Labs. We are seeking a dependable and self-motivated professional to join our team and help support our office operation. We offer a great work environment.

DUTIES AND RESPONSIBILITIES

- Answer phones and greet visitors.
- Coordinate and schedule repairs and maintenance of office equipment such as copiers, drinking water dispenser, shredder etc.
- Create and maintain filing systems.
- Distribute mail.
- Arrange and coordinate meetings, catering and meeting room set up.
- Place purchase orders for supplies, equipment, and miscellaneous items.
- Purchase requisition creation and changes in an accurate and timely manner.
- Support the Accounting department in projects related to purchasing.
- Keep internal customers informed of delivery expectations.
- Manage material returns and/or obtain timely credits.
- Maintain snacks, office, and janitorial supplies inventory to ensure stock levels are kept at optimum levels.
- Assist manager with event planning and coordination.
- Serve as back up to the shipping department.
- Serve as back up to the customer service desk.
- Perform other assignments as assigned.

QUALIFICATION AND EXPERIENCE

- Associate Degree preferred
- 1 yr. experience as an administrative assistant preferred but not required.
- Proficient in MS Office and Outlook

KNOWLEDGE, SKILLS AND ABILITIES

- Able to build and maintain effective and productive relationships with staff and suppliers.
- Able to manage time effectively, prioritize tasks and achieve deadlines.
- Keen attention to detail and accuracy.
- Highly independent and self-motivated and integrates well within a team.
- Strong oral and written communication skills.

PHYSICAL REQUIREMENTS

- Document storage and retrieval may require lifting boxes of documents, carrying documents from one place to another and storing boxes on shelves or in file cabinets.
- Handling documents requires repetitive motion using a variety of scanning and computer equipment.
- Should have good keyboarding skills and manual dexterity.