

BUSINESS ASSISTANT

POSITION SUMMARY: Responsible for managing and coordinating company operations under the direction of site administrators. Provides support to management and team members, assisting in general business activities that may include but are not limited to purchasing, bookkeeping, marketing, sales, package shipping, and customer service.

DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

- Manages, delegates, and coordinates: inventory, orders/purchases, supply tracking and expenditures of all lab supplies
- Manages commercial activities, sales processing, customer database, shipment, and logistic operations
- Assists in marketing and selling products via website, social media, and other channels
- Provides general customer service
- Solicits feedback from staff to identify and coordinate areas for operational improvements
- Maintains databases/spreadsheets, compiles reports, and performs light bookkeeping
- Assists executive team with business development tasks as needed
- Performs routine office tasks such as answering phones, sorting mail, filing documents, and ordering supplies

MINIMUM QUALIFICATIONS: Bachelor's degree and (2) years experience in business, sales, marketing or related field OR any equivalent experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

DESIRED QUALIFICATIONS: Office, customer service, sales, or marketing experience, is highly desired, in addition to excellent communication skills.

LOCATION & TRAVEL: The position is based at the company headquarters in Athens, GA during normal business hours and occasional travel to conferences and business meetings is expected.

Applicants must have unrestricted authorization to work in the United States.

GENERAL INFORMATION: Lectenz® Bio is a startup biotech company developing novel products that employ our unique Lectenz® reagents and GlycoSense™ technology, to speed up and simplify the detection and discovery of disease biomarkers. Please visit <http://www.lectenz.com> for further information. An offer of employment is contingent upon clear results of a thorough background check. Continuation of this position is contingent on the funding, satisfactory performance, and needs of the program.

BENEFITS: A comprehensive benefits package is provided, which includes participation in Medical, Dental, Vision, Life Insurance, Personal Accident Insurance, and matching 401(k) plans, as well as paid holidays, vacation time, and sick leave.



TO APPLY: Submit cover letter, resume, and the name, address, and phone number of three professional references to info@lectenz.com. Professional reference's email address accepted. Please specify Job Title. Employment dates must be in mm/yy format.