

Executive/Office Administrator, mBio Diagnostics

mBio Diagnostics Inc. of Boulder, CO, (www.mbioldx.com), a spin-off of Precision Photonics Corporation (www.precisionphotonics.com) seeks a versatile Office Administrator. The mBio team is developing low cost clinical diagnostics for global health applications. The candidate will join a small, fast-moving, multidisciplinary group focused on instrument and assay development, with a technology that has begun clinical validation. The candidate must be self-motivated, able to work independently, and able to manage working on multiple projects simultaneously. This is an outstanding opportunity for someone looking to join an early stage company and make an impact. The position offers the right person significant growth opportunities and career potential.

Responsibilities:

- Relatively quickly, transfer all purchasing activities from mBio's sister company, Precision Photonics Corporation. Relatively quickly, establish new mBio purchasing procedures, including purchase request management, ordering, and receiving. Subsequently, develop relationships with vendors and negotiate preferred pricing where appropriate.
- Successfully coordinate administrative activities for mBio senior management, including the company CEO, President, Controller and Vice President. Provide timely executive assistance, including travel arrangements, meeting coordination, preparing dossiers, scheduling, and other duties as needed
- Assume responsibility for overall office management. Provide outstanding organization of office files and document control. Successfully manage general facilities issues.
- Be available to work flexible hours

The ideal candidate will have:

- A "Can Do" attitude and results-oriented work ethic
- Ability to think quickly and stay calm
- Attention to detail/highly organized
- Integrity and confidentiality
- A very professional demeanor

Skills / Experience:

Demonstrated success with small company office management and supporting corporate executives

- Conversant with Microsoft Office software and some exposure to electronic databases
- Bachelors degree

Desired Experience

Candidates with any of the following experiences in their background should highlight them in a cover letter. Not all are expected or required

- Exposure to startup company environments
- Experience with federal grant management
- Experience working in regulated environments (e.g., ISO, FDA, etc.).
- Familiarity with accounting software packages
- Familiarity with researching on the internet
- Experience with interfacing with corporate counsel

Resumes must be accompanied by a cover letter explaining how the applicant meets the desired skills and experiences.

Please email resumes to resumes@precisionphotonics.com with applicant name and the job title listing in the subject line. No phone calls, please.

mBio Diagnostics, Inc. and Precision Photonics Corporation are equal opportunity employers.