
Position: Senior Administrative Executive

Company Philosophy – customers come first, as a company we strive to keep things simple, work lean/hard and keep all others accountable to our philosophy.

Primary Duties:

1. Leads administrative functions (HR, Customer Care, Receiving/Reporting for company).
2. Organizes and Leads the Lab Mgmt. Team meetings.
3. Manages Purchasing, and Accounting using QuickBooks Online.
4. Payroll managed with 3rd party firm.
5. Work with Managers to grow the company, strengthen it and ensure its sustainability.

Other Duties:

1. Plan Annual Marketing strategy and represents the company at industry and public meetings.
2. Always lead by example by putting company systems first, teamwork always and promote a positive/responsible work habit among staff.

Required Skills /Experience:

1. BS degree, 2-5 years of experience in Business Mgmt.
2. Business Management skills.
3. Leadership experience.
4. Strong ability to organize effectively, delegate responsibility , solve problems quickly and communicate clearly.
5. Travel as desired and needed.

Work Status: 12 months, flexibility on summer hours.

Compensation: Base salary, signing bonus, deferred compensation program, full benefits including discretionary bonus plan.

Reports to CEO.