

Job Title: Administrative Assistant

Location: Onsite – Lowell, MA

Company Overview:

Z-Polymers is an innovative startup specializing in advanced LCP material technology. We develop specialty polymers that serve various industries, including 3D printing, medical, electronics, Industrial and filtration. As a small and fast-growing team, we are looking for a reliable and proactive Administrative Assistant to help streamline our day-to-day operations and ensure efficiency in our business functions.

Job Summary:

We are seeking a highly organized and detail-oriented Administrative Assistant to support our daily business operations. This role will involve a mix of administrative, logistical, and operational tasks, including shipping coordination, mail handling, calendar management, meeting organization, customer visits, travel arrangements, and expense reporting. The ideal candidate is resourceful, proactive, and capable of working in a dynamic startup environment.

Key Responsibilities:

- Handle incoming and outgoing mail and ensure timely distribution.
- Maintain and organize company calendars, including scheduling meetings and appointments.
- Coordinate travel arrangements, including flights, accommodations, and transportation.
- Manage and coordinate shipping and receiving of materials, samples, and documents.
- Prepare and process expense reports and reimbursements.
- Provide general administrative support such as document management, filing, and data entry.
- Assist in organizing company events, meetings, and conferences.
- Liaise with vendors, customers, and service providers as needed.
- Support basic office management tasks, including supply ordering and facility coordination.

Qualifications & Skills:

- Previous experience in an administrative or office support role preferred.
- Strong organizational and multitasking skills with high attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other productivity tools.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with confidentiality.

- Self-motivated and capable of working independently in a fast-paced startup environment.
- Experience with travel booking, expense management, and shipping logistics is a plus.

Why Join Us?

- Opportunity to be a part of an innovative startup in a cutting-edge industry.
- A dynamic and collaborative work environment.
- Growth opportunities as the company expands.
- Competitive compensation package.