

Office Manager

The individual performs various duties in direct support of the Laboratory Manager and others within the laboratory unit. They are responsible for the below functions for Aspen Research Corporation. Reports to Lab Manager.

Primary Responsibilities - Administrative Assistant:

- Assist in the administrative aspects of opening new laboratory projects and login of samples
- File and maintain project folders. Log out samples to be disposed of or returned to client. Scan project file/binder after completion as PDF and save in project folder.
- Retrieve requested reference materials and follow up with customers as requested by Analytical Services staff
- Send out Analytical Client Surveys and compile results of returned surveys
- Perform routine support services such as transmission of faxes, copying and filing of reports, notification of meetings, arrangements for customer meetings, etc. and help to distribute mail
- Assist with finance – mailing invoices, statements, late payment notices
- Help Manage ISO 17025 documentation control process
- Manage new leads in appropriate spreadsheet (both those obtained via web and phone)

Secondary Responsibilities – Lab Purchasing:

- Responsible for sending Supplier Quality Surveys to prospective suppliers to support ISO 17025 quality systems and maintain quality vendor list for ISO 17025
- Acts as shipping and receiving clerk and responsible for ordering supplies for analytical
- Retrieve requested reference materials and maintain records of ordered and received supplies

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Secondary Responsibilities - Receptionist:

- Answer phones, greet visitors at the front desk, and manage iPad applications
- Login all deliveries and samples and notifying recipient
- Clean and organize conference rooms for meetings. Set up for meetings, order food and beverages as needed
- Organize company social events, set-up and clean-up
- Keep lobby area, including front desk, supply room, neat and organized. Clean visitors safety glasses weekly
- Ship all small packages for associates via courier, UPS, USPS
- Keep copiers and office equipment in good working order, placing service calls and reviewing service contracts
- Perform routine support services such as transmission of faxes, copying and filing of reports, notification of meetings, arrangements for customer meetings, etc.

General Job Requirements:

- High School graduate or equivalent with 5+ years administrative support experience
- Attention to details and ability to see tasks through to completion
- Willingness to cooperate with fellow associates and to learn new techniques
- Functional in Excel and Word and Outlook
- Effective listener/learner
- Accepts other duties as assigned.

Additional Responsibilities if Capable or Interested – Website & Social Media and Marketing

- Keep website current and monitor it for proper function
- Monitor Social Media and Aspen Research Blog and post new content when it is made available by associates
- Create print advertisements as requested for various directories and publications
- Create marketing materials as needed for specific events and projects

Job Type: Full-time

Salary: \$20.00 to \$22.00 /hour