

Administrative Assistant

Laxmi Therapeutic Devices – Pasadena, CA



Job Description:

Laxmi started in 2016 with an idea and a mission to improve individual care with improved Continuous Glucose Monitoring Technology. Laxmi Therapeutic Devices is applying cutting edge advances in sensing, microfabrication and electronics to create the next generation of wearable diagnostic devices. We are connecting and empowering consumers, healthcare professionals and treatment providers with personalized medicine. Our versatile biosensor platform enables rapid, inexpensive, and dependable screening of important analytes, with a focus on glucose sensing for our first product.

The Administrative Assistant is responsible for supporting the Pasadena office location, the Director of Manufacturing and Processing, and purchasing activities. We are looking for an individual who is efficient and able to take initiative with limited direction. To be successful in this role, the candidate must be able to multi-task, think critically, problem-solve, and think creatively in a fast-paced environment. The ideal candidate for this job is a self-starter who is resourceful, adaptable, able to work independently, and organized. On-time completion of deliverables and maintaining clear communication are key to success in this position.

Core Job Responsibilities:

- Assist Director of Manufacturing and Processing with facilities management activities.
- Provide purchasing support working as part of the Purchasing Team.
- Assist in receiving and distributing incoming packages and preparing shipping labels for outgoing packages.
- Assume responsibility for maintenance of office equipment, including copy machines and computers (collaborate with IT to get new computers online).
- Works with IT to set up new computers and user profiles.
- Maintain office and breakroom supplies, checking inventory, and ordering items as needed.
- Tracking of supplies and equipment while maintaining asset tag and inventory records.
- Makes travel arrangements and prepares agendas, meetings, and conference rooms for visitors.
- Ensure physical and electronic files (HR, training, NDAs, etc.) are organized and up to date.
- Front desk contact for visitors.
- Respond to both employee and vendor questions and requests for information.
- Assist with coordinating staff meeting agendas and calendars.
- Coordinate occasional meal orders for meetings and staff events.
- Answer incoming calls, mail, and assume other receptionist duties as needed.
- Runs local errands as needed.
- Other duties as assigned.

Qualifications:

- Associate or Bachelor degree preferred. Previous related experience considered.

- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Proficiency in Google Workspace environment.
- Familiarity with Quickbooks.
- Detail-oriented with superior organization skills and dedication to completing tasks in a timely manner.
- Flexibility to work in a rapidly developing environment.
- Highly motivated, well organized, and able to manage multiple priorities simultaneously.
- Strong written and oral communication skills.
- Ability and willingness to work flexible hours when required.
- Vehicle to run local errands when needed.

Preferred Qualifications:

- Presentation preparation and technical writing skills (engineering, chemistry) desirable.
- Project Management support experience.
- Inventory control experience.

Travel: Up to 10% travel may be required

Job Type: Full-time

Pay Range: \$20.00 - \$25.00 per hour depending on experience

Job offer is contingent on positive completion of a background check.