



ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

- Exempt
- Non-exempt

About Us:

Bionique Testing Laboratories LLC (Bionique) has been a leading global provider of mycoplasma testing services for the biopharmaceutical industry for over 30 years. Bionique offers the full breadth of services from lot and Final Drug Product release testing per regulatory guidelines to a GMP compliant Real-Time PCR assay to support clients' needs from concept to clinical trials and commercialization for biopharmaceutical and cell therapy products. Bionique's experience and expertise extends to development and validation of rapid microbiological methods to support abbreviated release timelines. Additional services such as regulatory and compliance consultancy add to Bionique's unique position in this niche analytical testing space. Located in Saranac Lake, NY, Bionique is an FDA registered and GMP compliant contract testing facility. Bionique aims to offer unsurpassed quality mycoplasma testing services to meet the specific scientific and regulatory needs of each client and partner.

Summary:

Provide administrative support to ensure efficient operation of the office. Supports employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

Key Accountabilities and Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Reply to inquiries in a polite and professional manner
- Assist and/or generate reports
- Prepare and/or monitor invoices for all testing services
- Process accounts receivable and perform deposits
- Handle accounts payable tasks
- Manage sensitive information in a confidential manner
- Correspond with clients through phone, fax, mail, e-mail
- Maintain electronic and paper filing systems
- Conduct data entry
- Order office and laboratory supplies
- Greet visitors and provide general support to visitors upon arrival
- Research and create presentations when requested
- Manage office supplies inventory
- Maintain and stock front and shared office spaces such conference room(s) and kitchen



- Distribute company mail
- Book travel arrangements when requested
- Maintain professional and technical knowledge
- Additional duties as assigned

Additional Accountabilities and Responsibilities

- Ability to adhere to standard timeline and escalate actions appropriately for resolution in a timely manner
- Keeps manager informed of progress and communicates effectively with colleagues as necessary to achieve assigned tasks and goals
- Performs jobs responsibilities as directed and completes tasks as assigned

Requirements:

- 2 years of proven administrative or financial experience preferred; education can be substituted for experience
- Ability to handle multiple tasks and projects under deadline pressure and independently
- Able to adapt quickly to change
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- High attention to detail and data entry accuracy is required
- Proficient with Microsoft Office Suite
- 1 year experience with QuickBooks preferred

Physical Requirements:

- Prolonged periods of sitting on a chair, working at a desk and working on a computer and/or telephone
- Must be able to lift up to 25 pounds

Bionique is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, pregnancy status, amnesty, covered veteran, or any other protected status or characteristic protected by applicable federal, state, and local laws.