

Abpro is a biotechnology firm based in Lexington, MA. The Company has streamlined all the major steps to produce recombinant proteins and antibodies in a faster and more affordable format, while retaining superior quality. We aim to become a globally recognized brand, capitalizing on the growing need for quality reagents.

101 Hartwell Ave
Lexington, MA 02421

Phone: 617.225.0808

Website: <http://www.abpro-labs.com/>

Email: careers@abpro-labs.com

Position: Administrative Assistant

We currently have an immediate opening for a talented individual to support multiple groups in a small company. Looking for someone with high energy, ability to multi-task, enthusiasm and a desire to learn and grow.

Responsibilities:

Accounting/Finance

- Enter all incoming bills and match them with Purchase Orders, order confirmations and shipping documents.
- Reconcile vendor account statements with QuickBooks records, and balance credit card statement.
- Answer queries about Accounts Payable and keep track of vendor communications and contacts.
- Maintain current Customer and Vendor information in QuickBooks.
- Create new Jobs/ Sales Orders for each new project, and create invoices by phase as the project moves forward.
- Communicate with customers to collect payment.

Human Resources

- Support recruiting efforts, review resumes, phone screens, etc.
- Schedule all candidate interviews.
- Post open jobs on college career boards and other community sites.
- Track Paid Time Off for all employees.
- Modify and copy New Hire Orientation binder as needed for new employees.
- Enroll employees in health plans and support Open Enrollment process.

Other Responsibilities

- Collaborate with Purchasing Coordinator to ensure purchased items are received and documents kept in order.
- As needed, arrange travel accommodations and other details for sales conferences, and draft and modify Abpro marketing material.
- Based on the needs of the company, assist with business development and support, including drafting business plans, maintaining websites, and researching competitors and pricing.

Requirements:

- Minimum 1 year experience as an Administrative Assistant.
- BA/BS preferred.
- Minimum 1 year in accounts receivable/accounts payable and Human Resources.
- General knowledge of antibody and protein reagents.

Key Skills and Competencies:

- Team player with strong communication skills.
- Highly organized.
- Must have high initiative and superior work ethic.
- Ability to independently manage simultaneous projects.
- Entrepreneurial spirit.

This is a great opportunity to join a dynamic, rapidly growing company. Salary will be commensurate with experience. We are an Equal Opportunity Employer.

To apply send resume and cover letter to careers@abpro-labs.com