



Position: Office Administrator

Noble Life Sciences (Noble) is an award-winning small but rapidly growing business. A preclinical contract research organization (CRO), providing services in the fields of drug, vaccine, and medical device development and testing. Services offered range from early product discovery through GLP-compliant studies for regulatory submissions. The company offers integrated preclinical drug development services including cellular and animal disease model design and development, non-GLP and GLP efficacy, toxicity, biodistribution, and product release studies in a broad range of animal species.

You can learn more about our company and our values at www.noblelifesci.com

What's in it for you:

Noble Life Sciences is a fast-growing company, with a lot of personal and professional growth opportunities. We pride ourselves on having close-knit people who are leaders in the life sciences industry. We recognize top talents and provide pathways to prosperity for those willing to put in the work by ensuring we actively promote from within. If you are looking to grow personally and professionally, this is a great opportunity for you. We offer:

- Competitive pay
- PTO and holiday pay
- Health, Dental, and Vision insurance
- Health savings account
- Life and disability insurance
- Matching 401K
- Tuition reimbursement program

In this role you will:

- Oversee and coordinate office activities while providing clerical and administrative support to management.
- Welcome clients and visitors.
- Manage meeting room and calendars and prepares agendas.
- Make travel arrangements and track travel expenses, and process reimbursements.
- Oversees telephone services, email correspondence, and mail distribution.
- Ensure office equipment is properly maintained and serviced
- Purchase office supplies and maintain an inventory of supplies
- Maintain, business cards and flyers.
- Data entry for invoices and filing, and tracking budget.
- Communicating with vendors regarding past due balances, payment status, etc.
- Create new vendors in QuickBooks. Collect W-9's from vendors, add information to QuickBooks, scan, and file W-9 in proper locations
- Creating and maintaining spreadsheets daily to track animal receipt dates and products to be billed to clients.

- Run accounts payable aging summary for management.
- Maintain accounts payable files, box up, and create new files for the following year
- Credit card reconciliation
- Collect packing lists from mailboxes within the facility and match with corresponding invoices
- Communicate with study directors when study numbers are missing from invoices
- Track specific budgets for management using QuickBooks and existing spreadsheets
- Assist accounts receivable with remote check deposits
- Pick up mail 3 times per week and distribute to recipients
- Follow policies in place for supply inventory and get approval for orders when needed
- Assist human resources with event planning
- Coordinate with terminated employees to ensure the return of company property
- Run errands as needed.
- Performs other related duties as assigned.

This is for you if ...

- You care deeply about documenting processes, and you are diligent.
- You pay attention to details, you are very organized, and meet deliverables in a highly dynamic working environment.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Proficient with Microsoft Office Suite, Excel, and other related software.

Ideally, we'd like to see:

- High school diploma or equivalent required; Associate degree in office administration or related field preferred.
- Knowledge working with Quick books, Excel, some aspects of basic accounting
- At least three years of administrative and clerical experience required.

Salary:

\$37,000 - \$42,000 per annum

Position Type

Full time

Where you will be working ...

On-site

Physical Requirements

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work environment may consist of moderate noise (i.e business office computers, phones, printers, and light traffic). The employee must have the ability to work in a small cubicle and the ability to sit at a computer terminal for an extended period.

Equal employment opportunity

At Noble Life Sciences, we are passionate about diversity, equity, and inclusion. Our mission is to provide pathways to prosperity for those willing to put in the work. As such, we pride ourselves in being an equal opportunity employer and encourage applications from diverse backgrounds to apply.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

*** As a condition of employment with Noble Life Sciences, you are required to provide proof that you are fully vaccinated for Covid-19. Accordingly, employment is conditioned on providing proof of vaccination prior to starting employment. Noble Life Sciences provides reasonable accommodations consistent with legal requirements ***

Qualified candidates interested in this opportunity should submit their resumes to careers@noblelifesci.com

Thank you for your interest! We really look forward to hearing from you.