

**Office Manager**

MBio Diagnostics of Boulder, CO ([www.mbiodx.com](http://www.mbiodx.com)) is seeking to fill the position of Office Manager. MBio is an innovative technology development company focused on next generation products for medical diagnostics, food safety, and environmental applications. The Office Manager position combines buyer, executive assistant, bookkeeper, and property manager.

**Job Duties:**

The MBio Office Manager will coordinate day-to-day activities within MBio Diagnostics and its growing team. The Office Manager interacts daily with MBio staff and is expected to facilitate various administrative functions. A major component of the job will be managing purchasing and bookkeeping, and the position interfaces with the company's off-site accounting team. Other job duties will include:

- Facility Management
- Vendor relations
- Office organization and record keeping
- Shipping & receiving
- Interface with the company's Professional Employer Organization
- Assist with grant submissions

**Expectations:**

- Prior experience with QuickBooks or similar accounting systems
- Excellent inter-personal skills and an ability to interact with staff across the organization
- Detail oriented with good communication skills.
- Excellent quantitative / math skills
- Proficient with productivity software, particularly Microsoft Excel and Word

No single candidate is expected to have demonstrated skill in all functions listed below. But candidates should highlight relative experience in a brief cover letter.

- Familiarity with bill.com
- Familiarity with Quality Management Systems such as ISO 9000, ISO 13485, or FDA, including purchasing, materials handling, and document control
- Experience with administrative support in a manufacturing organization

Applicant must have authorization to work in the U.S. Resumes must be accompanied by a cover letter explaining how the applicant meets the job requirements and desired skills. Please email cover letter and resumes to [jobs@mbiodx.com](mailto:jobs@mbiodx.com) with applicant name and the job title listing in the subject line. No phone calls, please.

MBio Diagnostics, Inc. is an Equal Opportunity Employer.