

Office Manager

MBio Diagnostics of Boulder, CO (www.mbiodx.com) is seeking to fill the position of Office Manager. MBio is a technology development company focused on next generation products for human clinical diagnostics, veterinary, and environmental applications. MBio products consist of a disposable plastic cartridge and portable reader used for a diverse set of biological assays. The Office Manager position encompasses aspects of facilities, executive assistant, bookkeeper, and property manager duties in one role. The successful candidate will exhibit initiative, professionalism, and excellent problem solving capabilities.

Job Duties:

The MBio Office Manager will support day-to-day activities at the MBio Diagnostics headquarters for its 50+ person team. The Office Manager interacts daily with MBio staff and is expected to facilitate various administrative functions. Other job duties will include:

- Facility Management
- Office vendor relations
- Office organization and record keeping
- Light accounting duties
- Shipping & receiving

Expectations:

- Should have excellent inter-personal skills and an ability to interact with staff across the entire organization (science, engineering, business).
- Assist HR with onboarding new staff
- Ability to manage office vendor relationships.
- Must have excellent quantitative / math skills.
- Must be detail-oriented.
- Should be 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.

- Experience with administrative support in a manufacturing and/or life sciences organization.
- Familiarity with QuickBooks or other accounting software.
- Familiarity with bill.com or similar programs.
- Familiarity with Quality Management Systems such as ISO 9000, ISO 13485, or FDA, including purchasing, materials handling, and document control.

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 with applicant name and the job title listing in the subject line. No phone calls, please.



Job Description

MBio Diagnostics, Inc. is an Equal Opportunity Employer.