

## OFFICE MANAGER POSITION

Date Posted: June 2, 2010

Location: San Diego, CA

Requisition Number: 100602

Send Resume & References to [jobs@biomatrica.com](mailto:jobs@biomatrica.com)

### Job Summary

Provide administrative support to all departments, including managing executive schedules and organization, assist sales and marketing with special projects and assist with Human Resources duties.

### Administrative Support

- Provide administrative support to all departments: Corporate, Sales and Marketing, Manufacturing, R&D, Finance and IT.
- Assist corporate executives with organization of schedules, travel, and documentation
- Perform receptionist duties including answering and transferring incoming calls, taking messages, communicating with vendors and greeting guests
- Open and distribute mail to all employees
- Keep all corporate and supplier files in order and assist in filing accounting invoices
- Order all office supplies and snacks for the office
- Schedule meetings and book conference rooms
- Keep office in working and organized order
- Maintain admin budget for supplies and office maintenance
- Create monthly expense reports for Credit Card purchases and Executives purchases
- Handle highly confidential, sensitive and/or critical information, files, records and reports.
- Perform other duties as assigned

### Sales & Marketing Support

- Processing and shipping all orders
- Provide outstanding customer service
- Stock marketing and sales materials and arrange printing of materials with printing house
- Process and send product samples and assist with post tradeshow mailings and e-mails
- Enter sales data into Salesforce.com
- Maintain and update price sheets for sales staff
- Handle highly confidential, sensitive and/or critical information, files, records and reports.
- Perform other duties as assigned

### Human Resources Support

- Create and post job descriptions as needed, schedule interviews and create an interview schedule
- Organize all hiring materials and forms, conduct background checks, communicate with insurance and 401k suppliers
- Assist with employee first day
- Keep track of employee schedules, PTO and sick days

- Handle highly confidential, sensitive and/or critical information, files, records and reports.
- Perform other duties as assigned

## Requirements

- Bachelor's degree in business or similar discipline, or the equivalent knowledge and experience required.
- Requires a minimum of (2) years of related specialized administrative experience. (Prior Office Manager/Executive Assistant experience a plus).
- Successful experience working with senior level management is also required.
- Must demonstrate exceptional computer skills and software application proficiency. Demonstrated ability to read difficult instructions and maintain written records required.
- Must possess self-motivation, enthusiasm, a positive attitude and perform as a team player. Must be able to work extended hours as needed.
- Must have demonstrated the ability to perform in a fast-paced environment performing multiple tasks simultaneously. Flexibility is required in adjusting to rapidly changing priorities and schedules. Must be able to maintain strict confidentiality.