



*Do More, Be More, Build Your Biotech*

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas by being paired with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 9 US-based locations, and with plans for expansion in the years ahead, we are currently seeking exceptional talent to join our growing company.

### **ROLE OVERVIEW**

Reporting to the Site Director, the **Administrative Assistant, BioLabs@NYU Langone** located in New York City, NY, will be responsible for the administrative support of the Site Director and of all administrative activities associated with the site organization. This is great opportunity for an individual who thrives in a face-paced and team-oriented environment. The candidate will operate independently with a professional demeanor and exercise sound judgement/discretion while executing in the timely manner. This is a contract position, 40 hours per week, until end of August with potential of an extension. During the current period of Covid-19 related restrictions, this position is a hybrid role that requires onsite presence when needed.

### **KEY RESPONSIBILITIES**

- Provide day-to-day administrative support to the Site Director and team members including digital office communication, calendar management, and expense reporting and processing using QuickBase
- Perform data entry, maintain, and revise electronic records, documents, and procedures
- Assist with managing and monitoring the Main Office budget which includes office and kitchen supplies, business/event meals, and other expenses
- Prepare online documents and web pages, letters and other forms of communications/messaging, mail merges, mass mailings, presentation slides, and other documents as requested
- Schedule conference rooms and manage conflicting events
- Attend staff meetings, record, prepare, and distribute minutes
- Assist BioLabs staff with enforcing facility guidelines
- Work in collaboration with stakeholders on special projects

### **SKILLS AND EXPERIENCE**

- Minimum of two (2) years' experience in an office environment with proven computer literacy
- Demonstrated excellent written and oral communication skills and polished and professional demeanor



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- Proficiency in Microsoft Outlook (Word, PowerPoint, Excel, and Outlook)
- Ability to anticipate administrative needs
- Strong attention to detail and organization
- Ability to manage multiple complex tasks in a deadline-driven environment while maintaining flexibility, patience, tact, and diplomacy
- Self-motivated with the desire to acquire on-the-job training, to succeed and to develop new intellectual and practical professional skills
- Must be able to handle sensitive information with discretion.
- Experiences with databases and document design a plus

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**To apply for this position please email cover letter and resume to:**

[Careers@biolabs.io](mailto:Careers@biolabs.io) with Subject Line: **“Administrative Assistant, BioLabs@NYU Langone”**