



<b>Title:</b>	Office Administrator / Assistant
<b>Reports to:</b>	Vice President R&D
<b>Location:</b>	Rockville, MD
<b>About the Company:</b>	BioMarker Strategies has developed the proprietary and patented SnapPath® Cancer Diagnostics System for predictive tests to guide targeted drug development and treatment selection for patients with solid tumor malignancies. Our mission is to make personalized medicine more of a reality for these patients. The company is located in Rockville, MD.
<b>Job Description:</b>	<p>Salary commensurate with experience.  Competitive benefit package.  Part-time considered.  There is no relocation compensation provided.</p> <p>We are seeking a highly motivated individual who will serve as an Office Administrator/Assistant. The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Answer and take messages from inbound calls on main line;</li> <li>• Sort and distribute incoming and outgoing mail;</li> <li>• Receive and respond to various email messages;</li> <li>• Maintain appearance of office space;</li> <li>• Help create, proof, update and maintain official company documents, records, and registrations;</li> <li>• Maintain vendor relationships, purchase and track laboratory and office supplies;</li> <li>• Manage and liaise with accounting firm including A/R, A/P, expense coding, petty cash, monthly credit card reconciliation, expense reporting, taxes, financial statement preparation, bookkeeping;</li> <li>• Manage timesheets, track PTO, prepare payroll allocations, and process payroll;</li> <li>• Assist in recruiting efforts, orientations and training, compiling materials and maintaining employee records;</li> <li>• Assist Executive Team with policies, health care benefits, insurance, and other important high level, top priority company matters;</li> <li>• Provide miscellaneous administrative support to company.</li> </ul>
<b>Position Requirements:</b>	<p>BS in Management or related field  Minimum 5+ years' experience of administrative support or executive assistance.</p> <p>Specific Background and Skills:</p> <ul style="list-style-type: none"> <li>• Strict adherence to confidential matters;</li> <li>• Effective written and verbal communication skills;</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to work well with all levels of internal management and staff, as well as outside collaborators, clients, and vendors. Proofreading/editing documents to ensure proper grammar, spelling, syntax and style;</li><li>• Excellent attention to detail;</li><li>• Time management, ability to prioritize tasks, and organization skills;</li><li>• Excellent interpersonal skills;</li><li>• Motivated to work in an early-stage company with an ability to be flexible to current needs of company;</li><li>• Strong knowledge of MS Office;</li><li>• Understanding of Generally Accepted Accounting Principles;</li><li>• Experience using QuickBooks is not required but a plus.</li></ul>
<p><i>BioMarker Strategies does not accept non-solicited resumes or candidate submittals from search/recruiting agencies. Unsolicited resumes or candidate information submitted to BioMarker Strategies by search/recruiting agencies not already on BioMarker Strategies' approved agency list shall become the property of BioMarker Strategies and if the candidate is subsequently hired by BioMarker Strategies, BioMarker Strategies shall not owe any fee to the submitting agency.</i></p> <p><i>BioMarker Strategies, LLC. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, veteran status, or any other characteristic protected by federal, state or local law.</i></p> <p><i>Candidates must possess authorization to work in the United States to be employed by BioMarker Strategies. It is the practice of BioMarker Strategies to only consider existing or former employees in determining eligibility for visa sponsorship.</i></p>	