

## Job description: Administrative Assistant

### About Applied Biomimetic (AB)

Applied Biomimetic Inc. ([www.appliedbiomimetic.com](http://www.appliedbiomimetic.com))

Applied Biomimetic is an international biomimetic engineering group that builds upon a simple but powerful concept: Nature's ability to separate chemical elements at the molecular level using highly specialized proteins as tools such as the selective aquaporin water channel that brought the 2003 Nobel Prize in Chemistry to its discoverer.

AB has developed a concept where they maintain the superior water transport capabilities of the aquaporin water channel while embedding it into a robust polymer structure thus allowing the company to make membranes applicable for industrial purposes.

AB is focusing on the development of a wide range of applications for its patented technology. The aim is to provide disruptive solutions for the water treatment, health, food, and other industries enabling these industries to enhance their products, reduce costs, and save energy. The membranes are designed to withstand changing and sometimes harsh environment in various industrial applications.

In order to further strengthen our overall development, AB is seeking to hire a highly organized, responsible and experienced Administrative Assistant to perform clerical tasks, answer phones, sort mail and provide general support in our office and business operations.

AB Inc. has more than 15 employees and we are located in Gaithersburg, Maryland.

### Reporting Structure

This position is a direct report line to company's Head of Business Processes & Admin (HBP&A)

### Main tasks and responsibilities:

The Administrative Assistant will be working with the members of our team as well as our external partners to support the business and provide the necessary administration support to run our business smoothly.

More specifically the tasks will involve:

- Answer phone inquiries, direct calls, and provide basic company information
- Perform clerical duties, take memos, maintain files, and organize documents

- Assist in planning company events, meetings, luncheons, and employee team building activities or special projects
- Manage and maintain files and records
- Arrange schedules for meeting space and conference rooms
- Assist with travel arrangements and other accommodations
- Prepare information and research for executive needs
- Oversee mail deliveries, packages, and couriers
- Purchase, track, and invoice office supplies
- Generally keeping common areas tidy and organized

**The qualified candidate must have:**

- Associates or bachelor's degree
- 3-5 years of experience handling office responsibilities, experience in customer service, or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars
- Excellent written and verbal communication skills
- Highly organized multitasker who works well in a fast-paced environment
- Ability to work independently and maintain a high level of quality in work
- A desire to work in a start-up company and with a "can-do" attitude
- US work permit

**Preferred Skills and Experience:**

- Results oriented, diligent, and positive attitude
- Self-motivated with drive, and a natural curiosity

This position is a part-time position requiring up to 30 hours per week.

Please forward your resume to: [resumes@appliedbiomimetic.com](mailto:resumes@appliedbiomimetic.com)