



## ***Douglas Scientific is now recruiting for:*** **Administrative Assistant**

**Douglas Scientific** is a biotech company owned by Douglas Machine Inc. in Alexandria, MN. The company is a global leader in ultra high throughput laboratory automation based upon a patented Array Tape™ technology. Douglas Scientific is growing rapidly and is currently accepting applications for an Administrative Assistant. For more company information, please visit [www.douglasscientific.com](http://www.douglasscientific.com).

**Administrative Assistant - Position Summary:** The Administrative Assistant will provide administrative support for Douglas Scientific under the direction of the Office Administrator. The successful candidate will have proven competency with the execution of the duties and responsibilities outlined below.

### **Administrative Assistant - Position Responsibilities**

**Salesforce Administration:** Serves as the point person and obtains/maintains proficiency with the company's CRM solution, Salesforce.com. The scope of these responsibilities will include administrative functions, reporting functions, campaign management, general data management, new user training, and other functions as they are identified.

**Administration Support:** Assists the Office Administrator with maintenance and organization of service contract data, processing prospect sample packets, trade show preparation, file maintenance, organizing guest visits and company tours as needed. This may include assisting guests with travel arrangements, lodging, meals and facility preparation. Responsible for mail distribution and the maintenance of company organizational charts. Efficiently and effectively utilizes Microsoft Word, Excel, PowerPoint, Project, Lotus Notes and other business software as required to support the calculation, presentation and communication requirements of the executive team.

**Team Support:** Required to perform office functions in a "back up" role as required by absent employees or unplanned situations or events. This would include back up for receiving and processing incoming phone calls and faxes and maintaining appointment calendars and travel schedules for the team. Coordinate conference calls, web meetings, and other business communications as requested by the senior executive staff. Assists with human resources processes relating to the recruitment and hiring of personnel.

### **Administrative Assistant - Knowledge and Skills Requirements:**

- ✓ Demonstrate excellent interpersonal and communication skills
- ✓ Ability to adapt well and work effectively with all tiers of the corporation
- ✓ Demonstrate excellent customer service skills
- ✓ Proficient in the usage of Microsoft Office software and Salesforce.com
- ✓ Demonstrate effective organizational skills; attentive to detail and anticipate required actions while utilizing time efficiently
- ✓ Ability to learn, understand and communicate primary company policies and procedures
- ✓ Ability to coordinate conference calls, video conferences, and other web based collaboration tools
- ✓ Must be able to maintain strict confidentiality regarding critical operational and strategic business information
- ✓ High school diploma or GED; Associate degree preferred
- ✓ Strongly preferred 2 years administrative assistant experience in a professional corporate setting

### **Apply Today!**

Douglas Scientific offers competitive compensation and an excellent benefits package that includes an Employee Stock Ownership Plan (ESOP), 401(k) match, medical, dental, life and disability insurance, along with holiday pay and paid time off.

To apply, e-mail resume and cover letter to Human Resources at: [HireMe@DouglasScientific.com](mailto:HireMe@DouglasScientific.com).