

Job Title: Office Manager / Inside Sales

Employer: Cerno Bioscience

Location: Las Vegas, NV or flexible home office

We are looking to add an Office Manager / Inside Sales position to our team to meet the growing needs of our small biotech/computer software business. This person will be responsible for managing the day-to-day operations of the business including inside sales and serve as a key link between the company's technical staff / management team and its customers, government agencies, partners, distributors, suppliers etc. Excellent interpersonal communication and written communication skills are a must.

This can be a part-time contract or a full-time position, with reasonably flexible working hours/locations.

Essential Duties and Responsibilities:

- Provide quotes, process purchase orders and payments for customers / vendors
- Manage relationships with customers, suppliers, and vendors including accounts payable and accounts receivable
- Manage inventories, parts, and software production/packaging/delivery
- Plan and participate in trade shows and other marketing and sales events
- Assist with collaboration partners or business partners including universities, industrial partners, and distributors
- Interact with government agencies including granting agencies
- Perform small business bookkeeping and records keeping
- Provide written reports and summaries of projects and tasks
- Handle mail and inbound/outbound shipments
- Perform other office and administrative duties as necessary

Requirements: (Education, training, skills etc.)

- Undergraduate college degree, preferably in Journalism, English, Communications, Marketing, Business Management, and Science, or equivalent education/experience
- Excellent oral and written communication skills
- Computer savvy with strong knowledge of Microsoft Office and other Windows applications
- Experience or familiarity with accounting systems such as QuickBooks a plus
- Experience in a technical industry or lab science a plus
- Familiarity with social media platforms a plus
- Must be able to work with minimal supervision, alone or within a team. Must be self-motivated.

Compensation

Compensation commensurate with experience/education/skills

Contact: hr@cernobioscience.com - Ph. 203-312-1150 – www.cernobioscience.com