

Tuesday, 27 November 2018

**FOR PUBLIC RELEASE**

**APPROVED**

*By Stephen Perry at 2:16 pm, Nov 27, 2018*

**PERMANENT, FULL-TIME JOB OPENING:**

**Administrative Specialist** *(exact title based on incoming qualifications)*  
**Reports to a Manager in the Business Services group**

**About Kymanox:**

Kymanox is a diversified organization that helps its clients in the biotechnology, pharmaceutical, and medical device industries. Besides providing contract services, we also develop and maintain products for use in the same industries. Kymanox was founded in 2004 and has been growing steadily since its inception. Our clients range from Fortune 100 companies to virtualized, venture-backed start-ups.

**Division/Region:**

Kymanox Corporate (HQ)

Domiciled: Near RTP Headquarters (Durham, North Carolina USA).

**Group:**

Business Services / Knowledge Products / Executive Office

**Timing:**

Applications: Now to December 2018

Interviews: Now to December 2018

Start Date Range: December 2018 to February 2019

**Educational Background:**

4-year bachelor's degree from an accredited institution. English, history, business, and communication majors encouraged to apply.

**Experience:**

- Experience in office management, professional services, inventory management, and client relationships mandatory.
- High degree of talent and a demonstrated interest in human-health industries is expected.
- Experienced and versatile executive assistants, sales associates, marketing specialists, account managers, etc. are encouraged to apply.

**Job Description:**

This position will focus on administrative support in various facets of the company. The role is key to the overall success of the company, as the assistant will be involved in many aspects of Kymanox, from site management to client relations to marketing assistance. The position will wear many hats and must be able to multi-task in an effort to assist senior leaders, operational teams, and the CEO directly.

The core functions of the role fall into three main areas:

**Administrative Assistant:**

- Office supplies organization and management.
- Office food supervision and oversight.
- Guest management (arrival, check-in, greeting of office visitors).
- Travel booking responsibility.
- Event management assistance (set-up, breakdown, scheduling assistance).
- Documentation oversight (draft, edit, review, and format spreadsheets, presentations, memorandums, and flyers).
- Help manage office phone lines when at the office.
- Provide first response to incoming emails sent to general email addresses.
- Help maintain a clean and organized office environment.
- New-hire interview management (potential candidate communication, scheduling, execution).
- Back-up and assist Office Manager as needed.

**Knowledge Products Assistant:**

- Supply ordering, shipping, and inventory management.
- Knowledge product assistance (data entry/migration, E-mail management, and marketing campaign construction/design).
- Review, analysis, formatting, and publishing of Knowledge Products documentation, websites, newsletters, and website products.
- Customer communication via E-mail, phone calls, and live chat; pitch new business products to potential clients.
- Customer database management.
- Scheduling, setting up, and executing events such as training sessions.
- Construction of mailers to be sent to potential clients.

**Executive Assistant:**

- Assist CEO with professional activities such as calendar management.
- Ensure CEO travel is properly managed and executed.
- Assist CEO with professional documentation such as high-level presentations.
- Help coordinate and manage CEO-client meetings and interactions are carried out.

Exact duties and job responsibilities will be customized based on the selected candidate and their unique incoming qualifications. Ideal candidates will have professional attributes that will make themselves invaluable to the entire organization.

As the candidate grows within the company, other tasks may be assigned, leading to increased professional growth. One such area may be in sales and marketing, to possibly include the following tasks:

- Help manage LinkedIn, Facebook, and Twitter accounts by posting news.
- Edit “blog” pages on the new Kymanox website.
- Organize, format, and archive company-related photos.
- Manage contacts in the Customer Relationship Management (CRM) database.
- Select and order Kymanox-branded clothing and give-aways.

**Desired Aptitude and Skill Set:**

- Highly organized and excellent attention to detail.
- Ability to follow instructions, both verbally and in writing.
- Good understanding of own limitations.
- Fast, eager learner and accepting of change.
- High energy level.
- Pleasant and positive communication style.
- Strong customer-service aptitude.
- Computer savvy.
- Ability and desire to follow procedures when they exist.
- Enjoy and thrive with variety.
- Excellent writing skills (e.g., business, marketing, public relations, technical).
- Adept at Microsoft Word, Excel, and PowerPoint.
- Ability to format documents for appearance and clarity.
- Natural ability to exercise confidentiality and discretion with sensitive information.
- Ability to positively represent others and the brand of the business.

**Travel:**

Up to 5% overnight travel. The emphasis of this position is to stay local and work primarily in the RTP area, specifically at the RTP Headquarters office.

**Career Development:**

This opportunity requires at least a 2-year commitment to master the job and perform at it well for a sustained period – a much longer run at this position is also welcomed. If so desired, an appropriate candidate may be groomed for movement into one or more of the following areas: Office Management, Business Management, Sales, Marketing, Business Development, Customer Services, Human Resources, and/or Public Relations. Since Kymanox is a growing company, there are many opportunities for advancement – both within the currently defined role and with the other identified opportunities. For example, the person filling this position could be trained by Kymanox to become a Certified Associate in Project Management (CAPM) by the Project Management Institute ([www.PMI.org](http://www.PMI.org)) and take on responsibilities with the Project Management Office group.

**Compensation:**

Base salary is commensurate with experience, qualifications, and other intangibles evident during the interview process – as well as market conditions. Eligible for incentive program after 90 days of outstanding work.

**Benefits:**

Medical healthcare including dental and vision, short- and long-term disability, life insurance, matching 401(k) retirement plan, continuing education assistance, and other benefits from our world-class human resources partner, ADP TotalSource.

**Application:**

Send your resume to [careers@kymanox.com](mailto:careers@kymanox.com). At some point in the application and interview process, you will also need to complete the application that can be found on [www.kymanox.com](http://www.kymanox.com) under “Careers.” Any missing application information, if applicable, must be explained. All applications are processed to ensure candidate confidentiality and data security. All applicant resumes are kept on file for one year.

*Kymanox is an equal-opportunity employer and works diligently to protect the rights of job seekers by following all local, state, and federal laws as well as best Human Resource (HR) practices in the Life Science industry.*