

## Office Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** DOE  
**Employment status:** Contract / Temporary

### Description

Our client in South San Francisco needs a part time office assistant 100% on-site.

Our client is a discovery stage biotechnology company leveraging cutting edge computational biology tools, a focus on human tissue, and expertise in immunobiology to develop revolutionary therapeutics for inflammatory diseases. Our powerful 'deep biology' discovery engine maps human tissue behavior to disease processes, allowing them to identify and characterize novel targets for therapeutic intervention. Leveraging this platform, they are building a broad portfolio of novel therapies that modulate the immune system to restore human tissue immune homeostasis.

Our Culture:

You will have the opportunity to work with amazingly smart humans who strive to make the world a better place. In addition to team-centric culture, they believe that your individual creativity will help them to be their best. Their staff happy hours, organized by their Culture Club, brings all together in creative and social activities. Their colleagues admire and respect one another. They celebrate their wins, update company news and acknowledge each other's achievement weekly and monthly at all company meetings. They celebrate their work and their people.

Key Responsibilities include but are not limited to:

- Monitor and manage office supplies, computer equipment, and as needed furniture orders
- Coordinate and track new hire onboarding with HR and IT to ensure smooth, proper, and timely onboarding
- Maintain company logs for information tracking
- Provide hands-on support for group meetings and events
- Be the "go to" person for office support and a resource for administrative needs
- Ensure office, common areas, and conference rooms are in order and well maintained
- Manage the mailing and shipping of packages (USPS, FedEx) and retrieve and distribute mail and packages as they are received
- Manage special projects, e.g., Fedex user set up, subscriptions
- Build and foster relationships with vendors, service providers, and property management, ensuring that all requests are handled in a timely manner

Enhance and implement the efficiency of office operations and procedures

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### Requirements

Problem-solving and critical thinking skills, with ability to see the big picture x Ability to prioritize competing priorities independently and effectively x Possess the ability to work collaboratively and independently x Proactive and creative, with a no task is too big or too small mindset x Excellent communication skills, maintain calm, and unwavering professionalism. Comfortable communicating with all levels. x Exceptional attention to detail, organized, and a professional commitment to excellence x Proficient in Microsoft office and other project management tools

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