

Jecho Laboratories Job Opportunity

TITLE: Administrative Assistant
LOCATION: Frederick, MD
REQ#: 24-001

Overview: Jecho Laboratories, Inc. (Jecho) is a biopharmaceutical company developing innovative therapeutic biologics, including therapeutic monoclonal antibodies, cytokines, immunotoxins, and vaccines to address a broad range of diseases as well as treatment of cancer and infectious disease. The company is located in Frederick MD and has multiple drug candidates at various clinical stages.

We are seeking a highly organized and proactive Administrative Assistant to join our team. The ideal candidate will be responsible for providing administrative support across various departments including office management, procurement/ordering, accounts payable, HR functions, and MMIC-related tasks. This role requires attention to detail, excellent communication skills, and the ability to multitask effectively in a fast-paced environment.

This position offers an excellent opportunity to contribute to the development of life saving medicines. If you are a proactive and detail-oriented individual with a passion for administrative excellence, we encourage you to apply.

Essential Job Functions:

- Manage office operations and ensure a clean, organized, and welcoming workspace.
- Answer and direct phone calls in a professional and courteous manner.
- Receives and distributes office mail, including sorting, distributing, and processing outgoing mail.
- Assist with ordering and maintaining office and lab supplies, monitoring inventory levels, and coordinating deliveries.
- Support accounts payable activities including processing invoices, reconciling statements, and ensuring timely payments.
- Assist with HR administrative tasks such as maintaining employee records, coordinating interviews, and assisting with onboarding processes.
- Coordinate with MMIC (Material Management and Inventory Control) personnel to facilitate smooth inventory workflows, including receiving, tracking, and distributing materials.
- Provide general administrative support to various departments as needed, including scheduling meetings, preparing documents, and handling correspondence.
- Assist with special projects and other tasks as assigned by management.

Minimum Requirements:

- High school diploma or equivalent; associate or bachelor's degree preferred.
- Proven experience in office administration, administrative support, or related field.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Excellent multi-task ability, good organizational skills, and a team-oriented personality is a must.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other relevant software.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience with accounts payable processes and HR administration is a plus.
- Knowledge of Materials Management and Inventory Control (MMIC) processes is desirable.
- Ability to work independently with minimal supervision and collaborate effectively in a team environment.

- This position may require you standing/sitting/walking in the office and lab for routinely 8 hours, as well as lifting weight up to 30 pounds.

Compensation:

- Jecho offers a competitive salary (commensurate with experience) and excellent benefits package.
- Jecho is an equal opportunity employer.

Disclaimer

- Jecho Labs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and the employee may be required to perform additional functions.
- The job description is subject to change by the employer as the organizational needs and requirements of the job change.

Please submit resumes to hr@Jecholabs.com.