

Office Assistant Position at 3D Biotek, LLC

<b>Position (ID)</b>	Office Assistant/Receptionist (Job ID: BD-008)
<b>Job Category</b>	Clerical
<b>Location</b>	Bridgewater, NJ
<b>Salary</b>	\$12/hour (40 working hours per week)
<b>Education Level</b>	High School Graduate or Associate Degree

3D Biotek is a high tech company located in Bridgewater NJ. 3D Biotek is a leader in 3-dimensional scaffold design and fabrication. Using its Precision 3D Micro-fabrication Technology and Advanced Bio-manufacturing Technology, the Company is engaged in the research and development of novel 3-dimensional scaffolds for stem cell culture, tissue engineering, surgical implants and (bio) pharmaceutical applications. As a 3D Biotek's associate, you will enjoy the exciting & fast growing experience of the company.

We are currently seeking an Office Assistant/Receptionist to join our team. The successful candidate will perform clerical and administrative functions.

**Responsibilities:**

- Answer inbound telephone calls (light volume)
- Plan and schedule appointments and events
- Assist in preparing marketing materials
- Data entry into QuickBooks (training will be provided)
- Develop and implement organized filing systems
- Handle and ship customer's order
- Assist other team members when needed
- Perform all other office tasks

**Qualifications:**

- High School Graduate or Associate Degree
- Excellent written and verbal communication skills
- Detail-oriented with the desire to learn
- Basic Computer skills: Microsoft Word, Excel and PowerPoint

For consideration, please e-mail your resume to [jobs@3dbiotek.com](mailto:jobs@3dbiotek.com) as an attachment in Word Document. Only qualified candidates will be contacted. 3DBiotek offers their permanent associates a full benefit package, consisting of medical, dental and holiday/vacation pay.

**3DBiotek is an Equal Opportunity Employer (EOE)**