

JOB DESCRIPTION

Title	Administrative Assistant	Department	Management & Administration
Location	Davis, California	Date	09/2020
Position ID#	32	Status	Full Time

POSITION SUMMARY

GreenVenus, LLC is focused on accelerating innovation in agriculture with proprietary products and platforms enabling sustainable food production for a growing population. With next generation plant propagation, speed breeding, and technologies for hybridization of crops, GreenVenus seeks to improve the quality of food for consumers and benefits for growers.

We are seeking an Administrative Manager that will provide superior administrative, clerical and operational support services. The candidate will be responsible for the effective and efficient operations of the office, thereby enforcing policies and procedures as appropriate, coordinating with employees throughout the organization on a daily basis and effectively communicating with outside parties regularly. This position will perform both routine and advanced administrative duties which are complex in nature and require independent reasoning, a high degree of accuracy, and leadership. The Administrative Manager will provide professional support regarding other operational aspects related to purchasing, new hire orientations and onboarding, and managing on site events to foster a positive work environment. The ideal candidate will have experience in biotech industry startup environment.

Reports to: CEO
Supervisory: No

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the Executive Assistant to the CEO with duties including, but not limited to, calendar management, meeting coordination, expense reporting as well as domestic and international travel arrangement.
- Receive and professionally respond to inquiries from staff members, including senior management, third party service providers, investors, and potential partnering inquiries under the guidance of the CEO.
- Organize, plan and execute business meetings onsite, at other Company Divisions, and at a variety of third-party locations. Execution of business meetings may entail extensive and intricate travel arrangements, including multiple time zones, various modes of transportation, and numerous attendees.
- Manage the receptionist functions of the office and receiving visitors; ensuring the highest degree of customer service is provided at all times.
- Ensure proper security procedures are followed by staff and visitors and all security equipment is properly maintained.
- Participate in the site's safety program.
- Maintain appropriate office supply and equipment inventory, ordering replacement supplies as needed and in a fiscally responsible manner.
- Be responsible for receiving function and serves as point of contact to the Purchasing department.
- Acts as the liaison for the HR lead in regard to employee relations, new hire recruitment, orientation, and on boarding processes.
- Other duties and responsibilities as necessitated by the changing initiatives of the Company and the office.
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EDUCATION

- High school diploma required, undergraduate degree in Business, Human Resources, Marketing, or Finance strongly preferred.
- Minimum of 5 years' experience in office management and/or an executive administrative assistant role providing support to senior level management.
- Demonstrated proficiency in all Microsoft Office Suite products, including Word, Excel, and PowerPoint.

DESIRED KEY COMPETENCIES

- Dedicated to the Company with a willingness to commit time, effort and energy to the success of corporate initiatives. Experience of start biotech environment is a plus.
- Anticipates and proactively delivers upon the needs of the office, the CEO, and the Company.
- Ability to take initiative and consistently use discretion while maintaining confidential information.
- Demonstrates exceptional written and oral communication skills.
- Demonstrates the highest ethical standards, trustworthiness and confidentiality.
- Maintains a high degree of accuracy with specific attention to details.
- Exceptional planning, organization and execution skills.
- Ability and willingness to prioritize and realign priorities when situations change.
- Independent self-starter capable of handling a fast-paced, multi-tasking environment, and prioritize effectively.
- Ability to interpret and effectively execute upon a variety of instructions provided in written, oral, diagram or schedule format.

WORK ENVIRONMENT

- **Frequent:** Speaking; hearing; sitting; use of hands/fingers; handling or feeling objects, tools or controls; close vision; color vision; peripheral vision; ability to adjust focus
- **Occasional:** Standing; walking indoors; reaching with hands and arms; stooping; kneeling; crouching; lifting and/or move up to 10 lbs
- **General:** Moderate noise level, similar to typical office environment with computers, printers and light traffic

Work Authorization: U.S. Work Authorization

Start Date: ASAP

Position: Full time

Compensation: Salary based on experience with a competitive benefits package.

Location: Davis, California, USA

Instructions: Email resume and cover letter to hr@greenvenus.com with “**32 - Admin Assistant**” in the subject line.

GreenVenus, LLC is an Equal Opportunity Employer. The Company considers all applicants for all positions without regard to race, creed, color, national origin, ethnic origin, sex, age, religion, disability, marital status, sexual orientation, citizenship status, or military service.

GreenVenus, LLC offers competitive compensation, benefits, and opportunities for advancement.