

Administrative Assistant / Project Manager at Biomedical Diagnostics Startup

We are seeking an experienced and detail-oriented Administrative Assistant / Project Manager. This role offers an exciting opportunity to manage the development and implementation of a medical diagnostics device.

Required Qualifications

- Excellent spelling and grammar skills
- Computer literacy with strong working knowledge of Office suite, calendars, budgets; stays up-to-date with new technologies needed to perform the job
- Strong communication and interpersonal skills
- Highly organized and detail oriented (with emails, appointments, follow-up, multitasking, etc.)
- Ability to maintain confidentiality
- Monitors and orders office inventory
- Manage travel
- Keep a complicated calendar
- Strong desire to stay informed
- Proactive in all aspects of your work

Specific Qualifications

- Develop and manage project plans, timelines, and budgets
- Lead cross-functional teams, ensuring effective communication and collaboration
- Run payroll, handle benefits, and manage reimbursements from funding bodies
- Research grant opportunities
- Ensure compliance with regulatory requirements specific to microbiology diagnostics
- Coordinate with stakeholders, including clients and regulatory bodies
- Draft and edit letters, agreements, proposals, etc.

Preferred Qualifications (Optional)

- Bachelor's degree in Engineering, Microbiology, Biomedical Sciences, or a related field
- Proficiency with productivity and project management tools
- 5 years of project management experience in medical device development, preferably in in-vitro microbiology diagnostics (IVD)
- Proven track record in managing complex engineering projects
- Strong understanding of regulatory requirements for microbiology IVD
- Excellent communication and leadership skills

Particulars

- Company headquarters: Beverly, MA; on-site work required
- Competitive salary and equity compensation package
- Comprehensive health benefits and flexible paid time off

Why Join Us?

With the above qualifications, you could work anywhere. But ask yourself: do you want to be just a cog in someone else's machine? Punching a clock for a paycheck? Working on something sad, boring, or meaningless? Or do you want to be a mission-critical part of building things to

save lives? If the answer to that last question is “yes,” please send a short (~250-word) cover letter and resume/CV, including any links to your GitHub or other relevant work, to careers@astradx.com.

Note: Your cover letter should:

- Explain what it is about us, and/or about your background, that makes you interested in us specifically (~100 words)
- Mention one concept, idea, invention, or discovery that you’ve come across in the past year or so that you’ve found **really cool**, and describe **why** (~100 words). It can be related to this area, your own work, or something else