

## **Operations Manager**

### **Overall Responsibility**

Reports to Corporate Controller and provides support to the President, accounting, marketing, and research departments where necessary.

Responsible for overall front office activities, including the reception area, mail, large and small purchasing requests and facilities. Also responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. Responsible for providing arrangements for office meetings and travel, organizing documents and assisting in accounts receivable and payable. First point of contact for external customers to LifeSensors Headquarters. This position will also play a key role with our accounting department.

### **Key Tasks and Responsibilities**

- Ensure effective telephone and mail communications
- Coordinates overall administrative activities for LifeSensors.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Negotiates the purchase of lab and office supplies..
- Assist in quoting and invoicing as required.
- Monitor logistical operations, manage our courier services, and ensure prompt delivery of perishable products.

### **Skills and Attributes**

- Strong planning and organizational skills.
- Computer literacy, specifically Microsoft Office products.
- Well-developed interpersonal and communication skills.
- Professional appearance and manner.
- Ability to negotiate effectively.
- Proven phone management experience handling multiple calls.
- Ability to lift approximately 15-20 lbs.
- Experience with QuickBooks.
- Experience maintaining a CRM is highly desirable

### **Education/Experience**

- A Bachelor's degree (B.A., B.S.) from an accredited institution.
- A minimum of 5 years previous experience in office management required.

**Other**

As a member of the LifeSensors team, you will find an environment that celebrates diversity and encourages the open exchange of ideas. We are proud to offer an attractive salary along with a generous benefits package designed to support the needs of you and your family while addressing work/life issues including:

- Medical
- Vision
- Dental
- Short and Long-Term Disability
- Life Insurance
- Flexible Spending
- Simple IRA Plan
- Generous Paid Days Off Policy