
6330 Nancy Ridge Drive, Suite 102, San Diego, CA 92121

Tioga Research is Hiring: Company Administrator

Position:

- Tioga Research is actively seeking a talented and motivated part- or full-time **administrator** to join our team and become a key member of our growing organization. We offer a competitive compensation & benefits package.
- This is an opportunity for you grow professionally while applying your science degree, your excellent organizing skills, your familiarity with office software, an interest in administration, and satisfying a hunger to learn practical business mechanics.
- In this position you will be responsible for supporting company operations. Things change quickly in our growing small biotech business environment, and you will need the skills and flexibility to take responsibility as directed variously for (i) management and execution of company administrative functions, (ii) facilities administration, (iii) sourcing and ordering support, (iv) purchasing and accounts payable/receivable, (v) book-keeping, (vi) technical and office records, (vii) personnel functions, (viii) product and market research & analysis, (ix) marketing material, web site and social media content.
- In these roles you will exercise notable organizational and interpersonal skills, and build & maintain strong, positive relationships with staff across a wide range of levels, both inside and external to the company.
- We offer a competitive compensation and benefits package.

Qualifications Needed:

- Evidence of notable (i) organizational strengths, (ii) interpersonal skills, (iii) attention to detail, (iv) numerical competencies, and (v) accountability
- Proficiency with Word, Excel, PowerPoint (and with Access, Project, QuickBooks or Quicken a plus; being tech savvy and experience with website & social media tools a further pluses)
- BSc in Biology, Biochemistry, Chemistry, Pharmaceutical Science or related life sciences discipline, with some business experience
- Enthusiasm; zeal; excellent organizational, team-working & communication skills; written and verbal communication strengths (English); comfortable in environment requiring time-management and task multiplexing; able to make sound independent judgments

How to Apply:

Please email a resume, including the names of two references (who will not be contacted without confirming with you), to info@tiogaresearch.com. Please include "Company **Administrator**" in the subject line. We are an equal opportunity employer and invite applications from all qualified individuals.

About Tioga Research:

Tioga Research supports the research and early development of skin-applied products (for topical, regional or transdermal delivery), delivering R&D services to pharmaceutical, medical and beauty care companies worldwide. Tioga Research is based in San Diego, CA.