

## Biotechnology Office Manager and Shipping Specialist

Terra Bioworks is the leading biotechnology company producing and developing natural product drugs using the latest synthetic biology technologies. The company's proprietary platforms enable new target discovery, over expression, and the development of novel therapeutics.

Terra Bioworks seeks a talented and highly motivated individual to join its growing team in Middleton WI. The Office Manager will report to the CEO and will provide perform shipping and receiving duties as well as general office management support. The candidate must have exceptional written and verbal communication, administrative, and organizational skills. S/he must have demonstrated experience in order processing and shipping and receiving products in a corporate environment. Experience in customer service as well as general bookkeeping is a plus, The Office Manager will be expected to work in the Middleton office 5 days per week.

### **Position Responsibilities:**

- Order entry of customer product needs and services
- Package and ship orders to customers as needed
- Track and compile records for reporting purchases and financial transactions, assist with bookkeeping functions to record journal entries, payroll entries, A/P, etc.
- Monitor backorders, follow up with vendors and researchers.
- When needed, serve as a point-of-contact for equipment upkeep including managing service contracts, coordinating laboratory equipment maintenance and service visits, and contacting OEMs for acute troubleshooting
- Track and update equipment asset list
- Perform other duties as assigned

### **Qualifications:**

- Experience in a manufacturing industry required. Biotech/pharmaceutical industry experience preferred.
- Associate's or Bachelor's Degree preferred
- Two plus years' experience in order taking and entry, packing and shipping, both domestic and international.
- Customer service experience a plus.
- Extensive Microsoft Office skills
- Experience using Quickbooks or other business software a plus.
- Strong written and verbal communication skills
- Ability to exercise sound judgment and confidentiality
- Excellent organizational skills and attention to detail
- Highly resourceful team-player, with the ability to work independently as well as collaboratively with all members of the team

**APPLY TO [CAREERS@TERRABIOWORKS.COM](mailto:CAREERS@TERRABIOWORKS.COM)**