



Business Operations Intern for Assured Bio Labs, LLC

Job Level: Entry-Level

Wage: Based on Experience

Hours: Full Time - 40 hours/week (will consider Part-Time upon request)

Job Type: Seasonal

Skills & Experience Required: No previous experience required

Assured Bio Labs firmly believes in the importance of providing work opportunities to students/recent graduates who are looking to gain experience in the field of business management. This position gives the intern the potential of moving into a permanent position as a Business Associate with hard work and the desire to do so.

Duties & Responsibilities:	Data Entry, Reporting Customer Service Marketing Campaign Assistance & Research Basic Accounting Client Invoicing Shipping/Logistics Project Management Assist with laboratory tasks Laboratory sterile processing Sample, Reagent, & Media Preparation
Qualifications:	<i>All lab activities will be performed under the supervision of a laboratory analyst</i> Currently pursuing a Bachelor's degree in Business Administration, Accounting, Marketing or a related field Minor in Biology, Molecular Biology, or Chemistry is a plus Knowledge of basic accounting Sales and Customer Service Experience Proficiency in MS Word, Excel and Google Docs QuickBooks Experience a plus but not required Strong attention to detail Task-oriented, Self-starter Excellent critical thinking/problem solving skills Excellent verbal and written communication skills

Assured Bio Labs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Assured Bio is committed to building a culturally diverse team and encourages all candidates to apply.



To apply, please submit your resume to ryne@assuredbio.com with the job title in the subject.