**Administrative Assistant/Receptionist for Assured Bio Labs, LLC**Job Level: Experienced Individual Contributor

Wage: $12-$20/hour (Based on Experience)
Hours: Full Time - 40 hours/week
Benefits: Health Benefits, Retirement Benefits (after 1 year of service)
Skills & Experience Required: Some experience required

Assured Bio Labs is a quickly growing small business in Oak Ridge Tennessee that provides environmental microbiological and chemistry services nation-wide and beyond. We work with clients ranging from homeowners performing their own in-home testing to multi-year government contracts. Working in this fast paced and growing work environment will provide you with numerous opportunities for professional growth and the development of new skills and knowledge.

The AA/R is responsible for the following:

* General upkeep and inventory of the business office
* Managing incoming and outgoing packages
* Laboratory sample receipt and data entry
* Answering customer questions regarding billing issues
* Basic lab report interpretations and general inquiries via phone and e-mail. On the job data training will be provided.
* Assists in the hiring process, ensuring the completion of required documentation and managing the onboarding process
* Assists in planning/organization of office activities

This position will use QuickBooks to monitor customer accounts; on-the-job training is available

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| Qualifications: | High school Diploma/GED equivalentProficient in Microsoft Office, OneDrive, and SharePointAbility to work on multiple tasks and learn at a fast paceAbility to work in a team environmentSelf-ManagementTechnology savvyShow initiativeTime-ManagementDriven to grow with the companyPreferred:Associate’s or Bachelor’s degree in a Business fieldAdministrative Assistant or Receptionist experienceExperience with QuickBooksExperience in a lab setting |

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.