

Job Title: Operation Assistant

Field: Operations

Company: Salubris Biotherapeutics, Inc.

Location: Gaithersburg, MD

Salubris Biotherapeutics, Inc. (hereafter referred to as SalubrisBio) is a science-driven biotechnology company dedicated to the discovery and development of novel antibody therapeutics for the treatment of cancer and cardiovascular diseases. Our mission is to translate innovative scientific concepts and technology into medicines which make a meaningful and impactful improvement in the health and lives of patients. SalubrisBio is seeking a full time operation assistant. The candidate should be highly organized, self-motivated, and have exceptional written and oral communication skills in order to effectively work with external vendors as well as company personnel.

Conditions of Employment:

Must be a U.S. citizen or permanent resident, and being authorized to work in the US is a precondition of employment.

Primary responsibilities:

- Order and track lab and office supplies, and manage stock inventory
- Maintain instruments and equipment.
- Safely handle oxygen, carbondioxide and liquid nitrogen tanks as well as dry ice.
- Assist HR manager with various administrative tasks
- Assist facility operation
- Other duties as required for business productivity

Job requirements:

- Excellent written and verbal communication skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Strong organizational skills

SALUBRIS BIOTHERAPEUTICS INC



- Superior critical thinking, attention to detail and problem solving skills
- Proficient in Windows Office software, ability to use formula in Excel to analyze and summarize data preferred

Benefits:

The company offers competitive benefits including medical, dental, vision and life insurance; as well as 401(k) match and paid time leave.

To apply for this job, please send your resume via hirings@salubrisbio.com