**Title** **Office Manager – Part Time**

**Position** We are looking for a part-time **Office Manager** to provide administrative office services to our team at Akston Biosciences in Beverly, MA. This position will be on-site, approximately 20 hours a week, preferably 4 hours each day, with flexibility for mornings or afternoons. Reports to the Vice President of Operations.

**Company**  Akston Biosciences is developing and manufacturing new classes of biologics using our novel fusion protein platform. We have built a diverse pipeline of therapeutic candidates including a clinical stage COVID-19 vaccine, ultra-long-acting insulins and autoimmune disease therapies.

**Primary Duties**

* Oversee general office services.
* Order and distribute office supplies.
* Maintain the conference rooms and breakrooms, keeping them stocked and prepared for meetings.
* Set up and update the conference room calendar and meetings.
* Coordinate contractors involved with facility maintenance.
* Perform computer-based clerical tasks.
* Perform other duties as assigned.

**Qualifications**

* 1-3 years of related work experience.
* Proficiency with Microsoft Office (Word, Excel, PowerPoint).
* College degree preferred.
* Detail oriented, independent self-starter.
* Good oral and written communication skills.
* Strong organizational skills and attention to detail.
* Must be capable of multi-tasking and working in a fast-paced environment.

**Compensation** We offer our employees competitive compensation, medical/dental plan, a company matched Simple IRA and paid holiday/sick time.

**Other** Must live within commuting distance of Beverly, MA

**Contact** Candidates should send resume and cover letter to careers@akstonbio.com