

**Title:** Office Administrator – Part Time

**Position:** We are looking for a part-time Office Administrator to provide administrative office services to our team at Akston Biosciences in Beverly MA. This position will be on-site, approximately 25 hours per week, 5 days per week. This position 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 candidate 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 with 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.

**Other:** Must live within commuting distance to Beverly MA  
Potential for position to become full-time