



ChromoLogic

ABOUT US

Our mission is to incubate and commercialize disruptive solutions in medical, aerospace and security markets. At ChromoLogic, we bring together the brightest minds from every engineering and scientific discipline.

WHY CHROMOLOGIC?

- Mentorship
- Creative Freedom
- Work with Various Technologies
- Opportunity to Work with a Diverse Team of Scientists, Developers, Engineers, etc.
- Opportunity to Work On Meaningful & Exciting Projects



WE ARE HIRING! Office Manager

Position Overview: ChromoLogic (www.chromologic.com) is a deep-tech innovation center that employs world-class scientists and engineers from multiple disciplines. It is our mission to save lives and make the world secure. The Office Manager is a key role that will be responsible for ensuring the smooth operation of office functions by managing administrative tasks, providing support to multiple departments, and overseeing various office management duties. This role requires a highly organized and detail-oriented individual with excellent communication skills who is enthusiastic in supporting the mission of the company.

Key Responsibilities:

1. Accounts Payable Administration:
 - Process purchase orders and packing slips.
 - Administer accounts payable, ensuring accurate and timely processing.
2. Administrative Spending Reports:
 - Record and manage monthly credit card expenses.
 - Prepare detailed reports for administrative spending.
3. Human Resources Support:
 - Assist with recruiting, onboarding, and offboarding processes.
 - Maintain accurate HR records and documentation.
4. Customer Service:
 - Greet visitors and handle telephone inquiries.
 - Provide general information and assistance to the public.
5. Secretarial and Clerical Duties:
 - Perform general secretarial tasks such as filing, typing, and data entry.
 - Manage correspondence and communications.
6. Event and Travel Coordination:
 - Organize company business meals and events.
 - Arrange travel needs for employees, including booking flights, accommodations, and transportation.
7. Inventory Management:
 - Order and maintain adequate inventory of office supplies.
 - Conduct monthly inventory checks and maintain fixed assets.

8. Purchasing and Shipment Coordination:

- Coordinate purchasing needs for various departments.
- Manage shipment processes and ensure timely delivery.

9. Departmental Assistance:

- Provide administrative support to multiple departments as needed.

Qualifications:

- Proven experience as an office manager, administrative assistant, or in another relevant role.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Proficiency in MS Office (MS Excel, MS Word, and MS Outlook).
- Familiarity with office management procedures and basic accounting principles.
- High school diploma; additional qualifications in office administration or related fields are a plus.

Working Conditions:

- Full-time position.
- Primarily office-based with occasional requirements to attend external events or meetings.
- US Nationals only.

SAVING LIVES AND MAKING THE WORLD SECURE



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