

Operations Specialist

Full Time – Bozeman, MT

Come work at Golden Helix, a leading biotechnology firm in our industry located in Bozeman, MT. We are looking to hire an experienced Operations Specialist to help us keep growing. If you are hardworking and dedicated, Golden Helix is an ideal place to get ahead. This position will reduce the operational burden upcoming the company, primarily for executive, operations, and marketing staff, so that the company can maximize its throughput and revenue generation.

THE COMPANY:

Golden Helix has been delivering industry-leading bioinformatics solutions for the advancement of life science research and translational medicine for over 20 years with 1,000s of users around the world. With our software, hundreds of the world's top hospitals, testing labs, pharmaceutical, biotech, and academic research organizations can harness the full potential of genomics to identify the cause of disease, improve the efficacy and safety of drugs, develop genomic diagnostics, and advance the quest for personalized medicine. Learn more about Golden Helix at www.goldenhelix.com prior to applying.

RESPONSIBILITIES:

Operations:

- Assist the Operations Team in planning, organizing, and coordinating functions relating to the operation of the business
- Basic bookkeeping, including but not limited to accounts payable, accounts receivable, past due invoices, and reconciliation of company credit cards
- Maintain an orderly appearance and upkeep of the office, including organizing, straightening, ordering and stocking office and breakroom supplies, and contacting vendors for services as needed
- Assist with monthly and quarterly financial reporting as directed
- Provide recommendations and suggestions for improvements in any aspects relating to increased performance
- Document management and filing for the office, including managing current and archive files, processing general paperwork, and maintaining organized filing records
- Train new hires as necessary and ensure policies and procedures are followed
- Coordinates with different departments to achieve optimal work production across the board

Sales and Marketing:

- Issue quotes to customers as requested by the sales team
- Process order fulfillment for new customers, including licensing and database updates, invoicing and emailing customers
- Regular CRM database maintenance and special projects as directed
- Assist the Marketing Team with tradeshow preparations as directed
- Develop and create marketing content for all marketing initiative and social media platforms
- Monitor and respond to engagement across all social media channels
- Assisting with copywriting
- Assisting with special projects in marketing; other sales administrative duties as needed and directed

QUALIFICATIONS:

- College degree preferred, or equivalent experience and education
- Must be steady and analytical, with a very high sense of order and organization. Continual attention to detail and accuracy amid frequent interruptions required
- Good social and presentation skills; Excellent oral and written communication skills
- High self-initiative with the ability to work well under pressure. Must be able to juggle multiple tasks and demands as prioritized by others efficiently and accurately
- Knowledge of handling general office equipment
- Proficient in technology especially QuickBooks and Microsoft Office applications. Familiarity with MS Dynamics 365 preferred
- A value and preference for administrative and office work required. Must enjoy helping others and be loyal and cheerful
- Previous experience in a technical office, especially software, biotechnology or genetics, a plus. Proven experience in working in business operations or marketing operations

INTERESTED?

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest demonstrating a general understanding of our space to personnel@goldenhelix.com.