

JOB ADVERTISEMENT



Title: Administrative Assistant

Positions: 1

Start date: Before the end of 2020

Compensation: Annual salary, up to 40 days/yr paid time off, health and dental insurance, stock options



Company Summary: UbiQD is a fun and exciting place to work, and we are passionate about having an impact. The company is developing advanced materials that that power product innovations in agriculture, clean energy, and security. Our quantum dots enable industry leaders to harness the power of light. Licensing technology developed at Los Alamos National Laboratory, Massachusetts Institute of Technology, the University of Washington, and Western Washington University, Los Alamos, New Mexico-based UbiQD envisions a future where quantum dots are ubiquitous across a wide spectrum of applications. More information: UbiQD.com & UbiGro.com.

This Position: UbiQD is seeking an energetic, detail-oriented Administrative Assistant to provide high-level administrative support for our Operations Department. This position will report directly to the Company VP of Operations, and work closely with the CEO. This position involves providing support in a variety of office-related activities such as handling information requests, shipping and receiving, travel arrangements as well as performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, etc. The ideal candidate would have a great work ethic and have a positive, can-do attitude as well as being able to effectively communicate with team members and customers, use time effectively, maintain a positive workplace environment and act in a supportive and helpful manner.

Job Requirements

- Bachelor's (or higher) degree in a related field
- Experience with computer software, including Microsoft Office
- Strong capability and affinity for attention to details
- Working knowledge of general office equipment
- Ability to work independently with minimal supervision (and take direction)
- Ability to organize/analyze data and draw conclusions from technical data
- Strong scientific record keeping abilities
- Excellent written and verbal communication skills
- Comfortable with routinely shifting demands
- Desire to be proactive and create a positive experience for others.
- Residence in or re-location to Los Alamos, New Mexico (or surrounding area)
- Eligibility to work in the United States, and over the age of 18

Desired Experience

- Administration experience, such as procurement, accounting, travel, inventory, legal
- Experience with safe handling of hazardous materials in a chemistry lab setting

Note: Applicants should be aware that working at an early-stage technology business involves a greater degree of risk than a larger established company. Compensation and benefits will reflect the company's evolving financial situation. UbiQD is an at-will, equal opportunity employer.

For more information or to apply please email Liseth Garay (HR): liseth@ubiqd.com