Seeking Stellar Office Administrator

You hate to fly under the radar; you want to be noticed and rewarded for your achievements; you thrive off of responsibility and are a no BS kind of person. If this describes you, don’t just send a resume; send us a description of your achievements and how you would be able to make an impact. Avitus® Orthopaedics is a rapidly growing start-up company that has developed a suite of novel medical device products with applications in orthopaedic surgery.

We are looking for an Office Administrator that pays immaculate attention to detail and has an I’ll-figure-out-how-to-get-it-done mentality. We’re providing the new team member with a chance to be a part of something special and game changing!

The position offers the opportunity for a driven individual to engage in a highly cross-functional role; you will be trained to manage accounting, payroll, customer service, and order fulfillment. Furthermore, you will support your team members in sales & marketing, research & development, manufacturing, and operations. You will make a significant impact, and you will be an essential part of our growth – no task will be too big or too small to achieve this goal.

You will join a team culture that is continually looking for ways to improve our best practices to drive time and cost efficiency. You will be challenged to accomplish goals on a shoe-string budget and resource pool. You will be expected to work hard and admit when you don’t know something, but be challenged to propose or find a solution when faced with the unknown. Lastly, you will work with a sense of urgency and recognize that you are here to make an impact.

The right candidate for this position will have the following experience & skillsets are required:

- High School diploma
- Impeccable documentation and organizational skills, with a high efficiency in using Microsoft Office
- Excellent communication skills with uncompromising transparency and honesty
- An outgoing, engaging personality
- A “get it done” work ethic
- Identifying problems and presenting solutions
- A quick, proactive learner

The following experiences are not expected, but would be a plus-point:

- Administration/accounting
- Manufacturing or inspection
- 3D printing or CAD
- Social media marketing

The position will be hourly and can be part-time or full-time.

Some travel (5-10%) may be required.

If you are the right fit for this position, please send a summary of your achievements along with your resume to jobs@avitusortho.com.