

Office & Marketing Manager

At RedShiftBio, we “See change” and are pushing the boundaries with our Microfluidic Modulation Spectroscopy (MMS) technology to achieve radical improvements in performance and measurement capabilities IR spectrometry analysis of proteins and biotherapeutics. We have developed major partnerships with industry leaders, attracted top talent to our executive and advisory teams, and received strategic and venture funding to support our product introductions and continue to build our team.

We are constantly seeking experienced talent in all functional areas of our business. We seek extraordinary and ambitious people who also see the need for change. We value bright minds, sharp instincts, collaborative spirit, and innovative vision. Our team members are innovators who push beyond the status quo to create one of the most promising technology start-ups in the Boston area.

Essential Functions

- Work with commercial team to develop content for marketing material and activities
- Manage all marketing activities and vendors
- Responsible for managing marketing budget
- Work with commercial team to develop and implement RSB customer experience (demo's, power point presentations, support, etc..)
- Office management tasks, including maintain office stock, meeting and travel coordination

- Shipping and receiving coordinator for office and engineering supplies, consumable shipments
- Assist in generating purchase orders, and placing and tracking orders
- Managing and coordinating office expansion
- Assistant to the CEO as needed

Minimum Qualifications (must have)

- BA/BS degree
- 3+ years of Office Management and/or Marketing Assistant
- Working knowledge of Microsoft Office tools
- Excellent verbal and written communication skills
- Highly motivated and accepts a challenging and exciting work environment
- Excellent time management, organizational and interpersonal skills
- Outstanding customer advocacy skills
- Highly adaptable and able to work independently
- Computer and internet knowledge.

To apply, please send a cover letter and resume referencing the job title to:

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Careers@Redshiftbio.com

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