



OFFICE MANAGER

ABOUT US:

Cytrellis Biosystems, Inc. is a clinical stage medical technology company developing a new, proprietary class of aesthetic devices. Our devices are designed to remove sagging skin associated with aging without surgery or scarring, enabling aesthetic practitioners an unprecedented ability to improve age related changes in skin and restore youthful beauty. Cytrellis is dedicated to working with leading dermatologists, plastic surgeons and partners to develop unique product solutions which emphasize safety, clinical results and improved quality of life. We are a Boston area-based venture capital backed company. Cytrellis has a broad IP portfolio and has demonstrated proof-of concept in clinical studies. The company has raised a Series A financing led by ARCH Venture Partners. Merz Pharma has also made a strategic investment in the company.

SUMMARY:

Our busy office needs a reliable, well-organized Office Manager to handle day-to-day operations with a focus on efficiency and time management. We're looking for a positive, energetic professional who doesn't mind wearing multiple hats. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness and communication as well as provide human resources support. This role may also require assistance with basic accounting and purchasing activities. This role reports to the CEO.

Ultimately, the Office Manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operations.

Essential Responsibilities:

Administrative Support

- Support leadership team with their business activities, such as calendars, expense reports & travel
- Schedule and support leadership team, board & advisor meetings
- Support travel planning and itinerary development for CEO (and other team members on a time permitting basis)
- Answer phone, greet & assist visitors
- Receive & distribute mail; ship express packages
- Oversee travel program
- Event planning of external meetings

Human Resources Support

- On-boarding new staff – benefits enrollment, desk assignment, equipment, phone, etc. agenda for employee's first day
- Route incoming applications/resumes to hiring manager
- Schedule interviews and oversee candidate visits
- Time –off tracking
- Benefits administration
- Payroll processing including collection & review of payroll information & timesheets
- Manage stock option agreements & option exercise requests



Office Management

- Manage facility tasks such as purchasing office furniture and equipment, maintenance and repairs, security system & infrastructure issues
- Maintain a positive working relationship with building management & facility vendors
- Monitor and follow up on facilities issues, maintain inventory of all office & kitchen supplies & replenish as needed

Assistance with Accounting and Purchasing may also be required:

- Manage purchase order process, ensure proper and timely approval of all purchase requests, enter PO's in Quickbooks, place orders with vendors
- Route invoices for approval and enter approved invoices into QuickBooks
- Weekly check runs
- Vendor management – set up, terms, issue resolution, credit applications, W-9's, etc
- Reconciliation of credit card & bank statement
- Assist with monthly closing
- Annual tax reporting – Form 1099, 1096, W-2

Additional duties as requested

Experience and Training:

Education requirements/certifications:

- Associates or Bachelor's Degree recommended

Experience requirements:

- Minimum of 5 years of administrative experience
- Proficiency with Microsoft Office products required
- Experience working with Quickbooks a plus

Specific skills:

- Excellent communication and organizational skills with attention to detail
- Positive attitude and professional disposition
- Strong organizational and planning skills in a fast-paced environment, anticipates needs of the CEO and leadership team
- Proven experience as an office manager, front office manager or administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Basic understanding of bookkeeping and accounting a plus
- Proficiency with on-line meeting tools (e.g. WebEx)
- Excellent time management skills and ability to multi-task and prioritize work