

Office/lab manager at Axiom Optics Inc, Somerville, MA (USA)

Axiom Optics is a small company providing high end imaging solutions and optical instrumentation to research labs and innovative manufacturers in North America. Axiom Optics is a member of Greentown Labs (GTL), located in Somerville, MA (USA). As part of our operations, we are looking for a lab/office manager.

The ideal candidate is reliable, flexible, and detail oriented with excellent organizational, customer service, interpersonal, and verbal and written communication skills; keen attention to detail; and the ability to manage a high volume of work in a fast-paced environment.

OVERALL RESPONSIBILITY

The overall responsibilities for the lab manager include facilitating an efficient lab environment, identifying/ordering supplies and equipment, managing supplies inventory, and serving as point of contact for shipping and receiving logistics. Additional responsibilities include specific logistics related tasks using ERP and CRM software.

This position is central to the company and is not remote. Requires physical presence at GreenTown Labs (GTL) to perform duties most of the time. The health and safety of our workplace is a top priority and stringent COVID-19 protocols are in place at GTL. Position includes a generous benefits package (flexible work schedule, paid time off, sick days, and health insurance).

CHARACTERISTIC DUTIES

- Shipping and receiving (domestic and international)
- Lab/office management (order supplies, collate mail, file documents etc...)
- Lab equipment inventory management with our ERP systems
- Management of our online store (fulfill orders, communicate with customers, upload new products)
- Assistance with marketing tasks (i.e., create & upload content on our website & online store)
- Assistance with trade shows and conferences (bookings, equipment, content)
- Maintain lab safety protocols as part of our duties within Greentown Labs
- Routine communication with sales team, customers, and suppliers located worldwide.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Associates degree or higher.
- 5 years of professional experience required.
- Good interpersonal skills required.
- Excellent written and oral communication skills, strong organizational skills required.

Preferred but not required; experience with logistics (import/export), experience working with a variety of carriers including USPS, UPS and FedEx; knowledge of general electronic or optics lab equipment and supplies, knowledge of written and spoken French; interest in optical science (microscopy, imaging, lasers).

Title: Lab and Shipping & Receiving Manager

Location: 444 Somerville Ave. Somerville, MA

Full Time, not remote

Salary: \$45 K/year + benefits

To apply, email Philippe Clemenceau at pclemenceau@axiomoptics.com

For more info about our company, go to www.axiomoptics.com.

For more information about Greentown Labs incubator, go to <https://greentownlabs.com>