JOB DESCRIPTION- Office Manager

SUMMARY
Dakota BioWorx (DBX) is a fast-paced company that works with inventors and innovators to scale-up and commercialize their biobased products and inventions. DBX is looking to recruit an executive assistant/office manager to work at its Brookings, South Dakota facility. The role is an opportunity for a motivated, self-starter to join a fast-growing and impressive organization. The candidate should be an excellent team player.

RESPONSIBILITIES
Provide executive administrative support in the Brookings, South Dakota office.
Provide efficient calendar/event management.
Bookkeeping/accounting experience is a plus.
HR Support- Manage confidential personnel/client document production and file access.
Schedule on-site and off-site meetings, both internal and external.
Provide support to other members of the team.
Management of incoming mail, sorting and distributing across the team as necessary.
Management of couriers and express shipments, including appropriate coding of costs to projects/departments.
Liaise with building management (access, security, housekeeping, rent, fire safety).
Manage relationships with vendors, service providers, and landlord.
Working knowledge of office tech equipment (copiers, printers, internet, cable, a/v)
Document retention and in office storage
Office supplies management
Coordinate external and internal visitors – creating agendas, greeting guests and providing food (if needed)

QUALIFICATIONS
Bachelor’s degree preferred; 5+ years of experience as an office manager/assistant.
Highly proficient in Microsoft Outlook and Office – ability to create presentations, create and revise documents and navigate databases
Leadership skills – understand how to work a diverse set of teammates and develop trust-based relationships across the organization; must be a people person
Ability to prioritize tasks with excellent attention to detail and accuracy, follow up with a sense of urgency

Passion for solving complex problems and building scalable processes; strong analytical and problem-solving skills

Ability to develop strong working relationships; must possess interpersonal and collaboration skills with ability to communicate and influence across all business levels

Motivated team player who can take on many roles and projects supporting a lean team; ability to work independently, take initiative, and deliver results in a fast paced, entrepreneurial team environment with a focus on excellence

Superior communication skills and ability to articulate views in a clear and succinct manner both written and verbal; understands how to create effective executive summaries

**COMPENSATION AND BENEFITS**

Compensation will be commensurate with experience and qualifications and will include a competitive salary, and benefits such as healthcare, retirement plans, and vacation time.