

Job Title: Operations Coordinator**Location:** Gainesville FL**Position Summary**

Immunogenik is a clinical-stage biotech startup advancing breakthrough cancer immunotherapies. We are seeking a highly organized and reliable **Operations Coordinator** to provide day-to-day administrative and operational support. This role is ideal for someone who is detail-oriented, responsive, and comfortable managing routine business functions, including scheduling, document tracking, vendor coordination, and general project support. The position offers growth opportunities but is primarily focused on consistent execution of defined tasks.

Key Responsibilities

- Assist with scheduling meetings, managing calendars, and coordinating team communications.
- Track project deadlines, grant timelines, and document submissions.
- Help prepare and organize materials for grant proposals, contracts, and investor reports.
- Coordinate communications with vendors, consultants, and collaborators.
- Support HR-related tasks such as onboarding, benefits coordination, and payroll documentation.
- Maintain organized digital records, including filing NDAs, contracts, and compliance documents.
- Process purchase orders and expense reimbursements.
- Provide administrative support to the leadership team, as needed.

Required Qualifications

- Bachelor's degree preferred, but not required with equivalent experience.
- 2+ years of relevant work experience in operations, project coordination, or administrative support.
- Strong organizational and time management skills.
- Proficient in Microsoft Office and Google Workspace tools.
- Excellent verbal and written communication skills.
- Comfortable working in a fast-paced, startup environment with evolving priorities.

Preferred Qualifications

- Prior experience supporting biotech, life sciences, or grant-funded research teams.
- Familiarity with SBIR/STTR grant systems a plus.
- Experience with project management software (e.g., Asana, Trello) is helpful.
- Familiarity with financial software, such as QuickBooks, is preferred.

How to Apply:

Please send your resume and cover letter to admin@immunogenik.com.