



[ki'-mah-noks'] means Ideal Knowledge Transfer

RTP

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Durham, NC 27713
Main: +1-919-246-4896

Midwest

1800 Nations Dr, Ste 221
Gurnee, IL 60031
Main: +1-224-538-3810

DC

9605 Medical Center Dr, Ste 111A
Rockville, MD 20850
Main: +1-301-917-6889

Saturday, 21 January 2012

PERMANENT, FULL-TIME JOB OPENING FOR IMMEDIATE HIRE

Executive Assistant to the CEO
Reports Directly to President & CEO

Division/Region:

RTP (Durham, North Carolina USA)

Educational Background:

Bachelor's degree from an accredited institution.

Experience:

0-10 years working in a professional environment. Interest and familiarity with one or more of the following industries:

- Biotechnology
- Pharmaceutical
- Medical Device
- Nanotechnology
- Energy (i.e., Green Energy & Sustainability)

Desired Aptitude and Skill Set:

- Highly organized and extreme attention to detail
- Ability to take instructions both verbally and in writing
- Know when to ask for help and who to ask
- Fast learner and accepting of change
- High energy level
- Ability to perform under stress
- Team player
- Computer savvy
- Follow procedures when they exist and author them when they do not
- Advanced user of Microsoft Word, Excel, and PowerPoint
- Ability to format documents for appearance and clarity
- Willingness to learn new software programs and train others once trained



Job Description:

Manage the CEO's calendar and address book. Become the preferred point-of-contact for VIP persons who need to reach the CEO. Arrange travel per predetermined preferences and budgetary guidelines. Manage office phone lines. Provide first response to incoming emails sent to general email addresses (e.g., careers@kymanox.com). Maintain a clean and organized office environment. Ensure all office systems are functioning properly. Maintain the company car fleet.

Assist with timesheet management. Assist with maintaining the Customer Relationship Management (CRM) database. Review memorandums and reports for grammar and accuracy. Prepare spreadsheets and presentations; edit for appearance and clarity. Manage assets shared between RTP, DC, and Chicago.

Perform additional responsibilities as requested or assigned.

Initially, this position will be focused on freeing up valuable time for the CEO. Select tasks normally performed by the CEO will be assigned. Once the person is familiar with the CEO's work schedule and Kymanox in general, additional responsibilities will be added.

Travel:

Up to 10% travel. The emphasis of this position is to stay local and work primarily in the Kymanox RTP office. Attendance at the Kymanox Annual Meeting is required. Limited travel may be required to attend occasional sales and marketing events.

Annual Salary:

\$24,000 – \$30,000

Career Development:

The person filling this position will be trained by Kymanox to become a Certified Associate in Project Management (CAPM) by the Project Management Institute (www.PMI.org). The position will evolve over time and responsibilities will be added. An appropriate candidate may be groomed for promotion into one or more of the following areas: Office Management, Business Management, Sales, Marketing, Customer Services, Human Resources, and Public Relations. Since Kymanox is a growing company, there will be many opportunities for advancement – both within the currently defined role and with the other identified opportunities.

Benefits:

Full medical healthcare including dental and vision, short- and long-term disability, life insurance, matching 401(k) retirement plan with immediate vesting, continuing education assistance, and other benefits from our human resources partner, Insperity.



Supplied Equipment:

iPhone 4/4S, iPad 2, Lenovo ThinkPad laptop with docking station, and corporate credit card.

Apply:

Send your resume with an introductory note to careers@kymanox.com. Separate cover letters are not requested.