



January 2, 2018

LSGPA Seeking Office Administrator

The Life Sciences Greenhouse of Central PA (www.lsgpa.com) is seeking a part-time Office Administrator for its Harrisburg, PA office. The LSGPA is a venture investment organization with a full-time staff of three that provides seed-stage investments to promising start-up companies in the life sciences field in central Pennsylvania.

Job Description

The Office Administrator will be responsible for a variety of functions to support the organization's activities.

Examples of these functions are:

- Provide general office support for three full-time and several part-time staff including answering phones, greeting guests, providing email communications, updating the LSGPA web site, ordering office supplies, sorting mail, and contacting support resources.
- Provide bookkeeping support including obtaining authorization for bill payment, loading bills into the accounting system, and mailing payments.
- Prepare materials and serve as recording secretary for board meetings.
- Support LSGPA staff with various activities including planning and preparing for meetings, managing calendars, generating reports, and organizing files.

Work Hours

- 9:30am – 3:00pm, Monday thru Friday with additional time periods as needed.

Required Qualifications

- Three years of office administration work experience
- Excellent written and verbal communication skills
- Excellent organizational skills
- Proficient in Microsoft Office and Adobe. Working knowledge of, or willingness to learn, Word Press, Sage accounting software, and other software.
- Must have the right to work in the U.S. on a permanent basis.

Desired Qualifications

- One year accounts payable bookkeeping experience.

Compensation

- Competitive salary based on experience plus pro-rated benefits and paid parking.

Application

Please send cover letter and resume to LifeSciencesGreenhouse@lsgpa.com by January 16, 2018. Please include 'Office Administrator' in the subject line.

The LSGPA is an equal opportunity employer