

## Operations Assistant

BioChain, a Bay Area based biotechnology company is seeking an energetic Operations Assistant who can assist with IT and Facility Support.

### Facility Support Tasks:

- Ability to coordinate and monitor 3<sup>rd</sup> party vendors with respect to HVAC, Electrical, and Environmental requirements, along with its computer monitoring tools
- Handle requisitions of building infrastructure needs; able to perform other essential maintenance needs
- Ability to organize storage for ease of access and availability
- Coordinate lab space and common area cleanliness, including setting policies and continuous improvement
- Maintain company vehicle serviceability and operability
- Assist Shipping and Receiving staff, upon request; able to lift 45 lbs.

### IT Support Tasks:

- Basic knowledge of hardware/software computer (Laptop/Desktop) technology. i.e. Windows Operating System, Office Suites, and virus/malware tools
- Perform reloading or upgrading Windows Operating Systems and other device drivers
- Basic troubleshooting and repair of computer hardware and software
- Ability to monitor and administer telephony application (RingCentral)
- Monitor and assist Sales/Marketing on Customer Relationship Management (CRM) application
- Other duties as assigned

BioChain is seeking a team player with a willingness to train and learn.

### Salary and Benefit:

Salary based on experience

Medical & Dental Insurance

Please send Resume to: [hr@biochain.com](mailto:hr@biochain.com)