



Administrative & Customer Service Associate

Junction City, Kansas, United States

Why Ventria Bioscience?

Ventria Bioscience is a privately held bio-pharmaceutical company with a product pipeline enabled by ExpressTec. ExpressTec is a patented, plant-based recombinant protein manufacturing technology that delivers a ten-fold higher recombinant protein yield than other plant-based systems.

Ventria Bioscience platform technology delivers meaningful and sustainable economic advantages by enabling new product opportunities that were not previously available. It can be used to develop new bio-therapeutics, novel vaccines, reagents for bio-manufacturing, and industrial and bio-fuel enzymes.

Ventria Bioscience internal Therapeutic Pipeline includes new human therapeutic products and vaccines for controlling zoonotic disease. Ventria Bioscience also provides access to its platform technology through contract manufacturing services. Ventria Bioscience has an extensive intellectual property portfolio of more than 100 issued patents, exclusive licenses to issued patents, and patents in prosecution. These patents provide long-term sustainable advantage to Ventria Bioscience's manufacturing technology and product portfolio.

Responsibilities:

- Greet & sign-in visitors.
- Manage office equipment vendors.
- Receive and distribute mail.
- Stock beverage, food, & office supplies.
- Arrange company events, lunches, and celebrations.
- Provide customer service & support including logging inquiries, entering orders in salesforce customer relationship management software.
- Backup for inventory management, shipping, purchasing, and receiving.

Required/Preferred Skills:

- College degree or 5 years of experience in customer service-related position.
- Excellent written & verbal communication skills.
- Attention to detail.
- Demonstrated organizational ability.
- Knowledge of Office 365 (Sharepoint, Excel, Word, Teams, PowerPoint, Skype for Business), Evernote, SmartSheet, Salesforce, and Adobe Acrobat is a plus.
- Candidate must be willing to learn new computer software.

SUBMIT RESUME TO careers@ventria.com