



Administration Assistant Position

Position Description:

The Administration Assistant reports to the Program Operations Manager and provide supports in the following areas for BioConnect Iowa (BCI) and InnoVenture Iowa (IVI):

General Business

- Oversee day-to-day office administrative duties including processing mail, ordering supplies, liaising with building management.
- Respond to general inquiries, direct to relevant team members.
- Coordinate quarterly Board of Directors meetings for in-person and remote attendees, guest invitations/scheduling, travel, record and distribute minutes, publish meeting notices and agendas online.
- Calendar support for team, as needed.
- Provide support in the compilation of monthly, quarterly, and annual reports to relevant State of Iowa and Federal bodies.
- Update BCI's website and social media channels, send out quarterly e-newsletters and other notifications.
- Update and maintain client files through HubSpot.

Accounts

- File accounts payable and receivable documents including invoices, receipts, approvals.
- Distribute invoices and ensure timely account reimbursements.
- Reconcile employee corporate card expenses, produce monthly expense reports.
- Track employee mileage reimbursement claims.
- Track payments made through BILL.com.

BCI Program Support

- Provide general administrative support to BioConnect Iowa's programs including the SBIR/STTR Program, G2M Accelerator Program.
- Track consultant invoices and approvals.
- Update documents, forms & templates.
- Assist with other webinars, events and activities, as needed.

Location, Hours:

- 25 hours minimum per week Monday-Friday.
- The role is based at the downtown Des Moines, Iowa, offices of BCI & IVI.
- 10 paid public holidays per year.

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Candidate Requirements:

The ideal candidate for the Administration Assistant role will have:

- Minimum of 3 years previous experience in a similar role
- Ability to work effectively within a small team.
- Excellent written and verbal communication skills.
- Capability to manage workload, prioritize tasks and work independently.
- Experience working with accounts payable and receivable.
- Demonstrated proficiency with Microsoft 365 apps, Teams, Zoom & Acrobat. Experience with Customer Relationship Management platforms (specifically HubSpot) would be advantageous.
- Authorization to work in the United States.
- Willingness to undergo a pre-employment background check and drug screen (for successful candidate).

BioConnect Iowa is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

How to Apply

- For questions about the role, organization or to find time for a confidential phone discussion, please email: safiya@bioconnectiowa.org
- To apply please send CVs and an introduction to: safiya@bioconnectiowa.org
Attention correspondence to: Safiya Lee-Evans