

Location: Westlake Village, CA

Seeking your personal challenge?

Implen is a leading provider of systems solutions for the analysis and the mixing (agitation) of nanovolume samples. Main application areas in a rapidly growing market are leading edge technologies for example PCR, Sequencing, microarray based genomic hybridization (Array CGH), fluorescence in-situ hybridization (FISH) as well as expression profiling and protein array technologies.

Together with our partners we develop application tailored products which are sold on a worldwide basis. Our success is based on innovative, future oriented products, a well balanced portfolio of solutions (consulting, support, training) and a highly motivated team.

To support our team we are looking for a

Office Manager

Responsibilities

- Support of sales and marketing activities (advertising and promotion, exhibitions)
- Internal contact person and coordinator for all administrative tasks including Enterprise Resource Planning (communication, quotations, purchasing and order processing)
- Telephone and communication center, forwarding of information and requests to the responsible person in the team
- First level support for product inquiries

Requirements

- Degree in Biology, Biochemistry or equivalent education
- Excellent communication skills
- Sound computer skills (Microsoft Office products, etc.)
- Teamplayer qualities
- Customer oriented thinking
- UV/Vis spectroscopy experience is a plus

Interested? Please send us your resume or give us a call for further information on this exciting opportunity

Implen, Inc.

Phone: (818) 706-3500

E-Mail: jobs@implen.com

Internet: www.implen.com