



Administrative Assistant – Job Description

About the Company

Snapdragon Chemistry, Inc. is a leader in chemical process development with expertise in continuous flow and process intensification technologies. Our company is catalyzing the transformation of research, development, and manufacturing across the pharmaceutical and fine chemical industries where organic chemistry underpins product development.

We rely on our most valuable resource – our people – to maintain a leadership position in this market. As part of our dynamic team, you will have the opportunity to collaborate with world-class leaders in flow chemistry and product development, as well as with dedicated colleagues while also cultivating and furthering your career. At Snapdragon Chemistry, we strive to create an environment of innovation and excellence where mutual respect and teamwork underpin our culture.

Job Description

Snapdragon Chemistry is currently seeking a highly motivated and professional **Administrative Assistant** for our Waltham, MA corporate, R&D, and manufacturing facility. This person will be responsible for providing administrative support to several areas within the Company. The successful candidate will report directly to the Chief Operating Officer, although will assist several different organizations within the Company. Salary will be commensurate with experience.

Here is What You Will Do:

- Perform general administrative responsibilities that include, but not limited to, scanning/copying/collating documents, managing the front desk to greet customers and vendors, and assisting with other general administrative tasks
- When available, help to schedule potential new hires, ensuring that appropriate staff members' calendars are booked, and ensuring the candidate's process is smoothly managed
- Setting up social/professional functions, which may include arrangement of meeting space, audio/visual, food, and guest travel/accommodations

Here is What You Will Bring to the Table:

- A minimum of 2 years and ideally 4 years of directly relevant experience providing administrative support in a high-growth, fast-paced corporate environment; associate degree or higher is desirable, but not required
- Proven ability to take initiative, determine priorities, and exercise good judgment
- Demonstrated ability to work on multiple projects simultaneously leveraging strong organizational skills and flawless attention to detail
- Experience with calendar management, particularly as it relates to recruiting candidates
- Excellent computer skills, and a high degree of proficiency in Microsoft Office (Word, Outlook, Excel, Teams, and PowerPoint)
- Comfortable working with people at various levels of the organization
- Possess strong writing skills (i.e., spelling, grammar, and punctuation)
- Ability to prioritize and rapidly learn new procedures and systems in a fast-paced environment



Required Experience and Skills:

- Demonstrated ability to take initiative, manage multiple workstreams, and work productively and efficiently
- Strong written and oral communication skills

Location: Onsite at 360 Second Avenue in Waltham, MA 02451

Hours: 8 am to 5 pm M-F

Here is What We Will Bring:

We value our employees, who are a key to our Company's success. As such, we offer an excellent benefits package, including 90% employer-paid medical and dental, employer-paid life insurance, long-term disability, paid time off, paid holidays, and generous 401(k) matching plan.

All requirements are subject to modification to accommodate individuals with disabilities. Snapdragon Chemistry is an equal opportunity employer. We strive to provide a workplace free from harassment.

If you need an accommodation for the application process, please email us at

careers@snapdragonchemistry.com. To learn more about Snapdragon Chemistry, please explore our website, www.snapdragonchemistry.com.

To Apply: Please email careers@snapdragonchemistry.com