
Administrative Assistant – Job Req R1921 – Part Time

Quadrus Medical Technologies, Inc. is a health tech startup. We aim to revolutionize critical care medicine with technologies rooted in advanced engineering. We specialize in artificial intelligence and physiology-based solutions for cardiovascular, respiratory, and renal systems. We strive to bring personalized diagnostic and therapeutic information to the care team when and where it is needed most.

What you will be responsible for:

- Create and maintain filing systems
- Maintain inventory of office, kitchen, and project supplies
- Schedule and book appointments, travel, and meetings
- Support HR, S&M, and R&D teams in needed project-related research
- Pack, send, ship, retrieve, and/or distribute mail
- Maintain organized and tidy office workspaces for employees
- Participate in operations meetings

What we expect you to bring to the table:

- Polite and professional communication skills
- Experience in computer software (Word, Excel, PowerPoint, email)
- Proficiency in performing internet searches
- Strong ability to read, listen, comprehend, and follow instructions
- Strong organizational and self-motivational skills
- Reliability in attendance and punctuality
- Experience with shipping and receiving packages

What we consider to be a plus:

- Experience with bookkeeping, accounting
- Experience in maintaining inventory, spreadsheets, etc.
- Familiarity with insurance, benefits, and/or incentive programs
- Familiarity with imports and exports
- Ability to speak multiple languages
- Desire to learn about and passion for medical health technology

Preferred background: Minimum two years of high school, high school diploma, GED, or equivalent.

Note: This position is on-site at our office location. Please only apply if you would be able to fulfill this requirement.

Quadrus Medical Technologies, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you have a disability and require a reasonable accommodation to assist you in completing your application, please contact QMT at info@quadrusmedical.com and (929)343-5400. Please mention job requisition R1921 when applying.
