



Title: Business Administration Lead

About Mazen Animal Health

Positive disruption is our mission. Mazen Animal Health is a new company focused on developing, delivering and commercializing novel biological vaccines and therapeutics that disrupt the status quo and address complex or unsolved challenges in animal health and protein production. Our first innovative solution is a reinvention of vaccines with a novel maize-based technology platform that will shift the paradigm in disease prevention.

Summary and Responsibilities

We are seeking a self-motivated professional to manage the business administration needs of our growing company. This position reports directly to the CEO and will be an integral team member supporting our Company's leadership team. The ideal candidate can manage multiple priorities across all disciplines of the organization including operations, finance, communications, data management, regulatory, IT and HR.

This is a remote position within the United States. Relocation is not supported.

Key responsibilities:

Administrative Operations (40%):

- Support CEO and leadership team: manage calendars, travel, meeting support, filter correspondence appropriately, etc.
- Provide support to CEO and leadership team with applications for conferences and funding opportunities, etc.
- Initiate confidentiality agreements, prepare and amend consulting agreements per guidance.
- Manage event planning and execution.
- Support leadership team as conduit with IT and HR partners as needed: support ordering and implementing IT solutions, assist with onboarding of new hires, etc.

Data Management (20%)

- Select, set-up and manage company customer relations management system (CRM), grower/vendor database.
- Manage company contract database.
- Assist with the establishment and maintenance of a new production data management system.
- Various data entry support for leadership team as needed.

Finance Support (15%):

- Update detailed cash flow (weekly or bi-weekly): pulling and categorizing actuals from the bank statements into detailed cash flow tracking, analyzing/highlighting variances from prior forecast.
- Manage accounts payable administration: set up vendors in system, ensure timely processing of contractor and vendor invoices, W9s/W8s, conduct quality control review of invoices, ensure proper documentation retention, etc.
- Manage credit card processing: ensure required documentation is received and properly retained and reconcile entry into QuickBooks.

Communications & Social Media (10%)

- Build out powerpoint presentations from basic data/information provided.
- Manage social media for company: news flow calendar, content creation, postings, etc.
- Manage company website.

Regulatory Support (15%):

- Assist / manage APHIS BRS permit process (previous experience ideal).
- Submit and manage correspondence through USDA CVB electronic portal (training provided).

QUALIFICATIONS:

- Proficient in Microsoft Office suite.
- Excellent written and verbal communication skills; able to communicate complex concepts in a clear and concise manner.
- Ability to manage & coordinate multiple priorities while maintaining attention to detail.
- Ability to anticipate the needs of the CEO/leadership team and resolve issues with minimal oversight.
- Analytical thinker, able to rapidly connect and analyze data.
- Proactive, self-motivated, flexible, professional.
- Desire to learn and grow career.
- Bachelors degree with a minimum of 2 years of related experience, or equivalent experience
- Previous experience in agriculture, manufacturing, and/or science-based industries and experience working with government agencies, such as USDA or FDA, a plus.

Opportunities

- Fully utilize your expertise and skillset to shape the operations of the organization.
- Collaborate across all levels and functions within the organization while personally developing and growing your career.
- Work with an organization that values its employees and maintains an emphasis on culture, development, and diversity.

What we offer / Benefits

Mazen Animal Health offers a competitive compensation and benefits package.

Send resumes to:

Angela Stewart, HR Project Manager, Angelastewart.dsm@outlook.com