

Synageva BioPharma Corp.

JOB DESCRIPTION

JOB TITLE	Receptionist
REPORTING RELATIONSHIP	Accounting Manager
DATE AVAILABLE	September 2010
LOCATION	Lexington, MA
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Greet guests in a pleasant, professional and welcoming manner. Ensure they are promptly announced to the appropriate Executive Assistant and/or Executive and escorted to the designated meeting area. 2. Provide phone coverage to main phone line. Answering, screening, and routing incoming telephone inquiries with professional telephone etiquette. 3. Process invoices, expense reports, distribute mail, coordinate deliveries and perform other ad hoc projects to support the management team. 4. Function as a team member using good judgment and initiative. Self motivated, positive and able to communicate needs effectively with management and visitors. 5. Perform other administrative duties: <ul style="list-style-type: none"> • Receive and log in all packages that come in. Contact appropriate team member to deliver packages. • Maintain neat appearance of Reception area and kitchen. • Responsible for conference room scheduling, as well as set up for meetings, as needed. • Provides general administrative support and tasks.
REQUIREMENTS QUALIFICATIONS	<ul style="list-style-type: none"> • 2-4 years reception/administrative experience, preferably in a scientific environment. • Good knowledge of Microsoft Office. • Professional attitude, appearance and demeanor. • Must be able to respond to variable workflow and maintain composure in a sometimes high-pressure environment. • Well organized and detailed oriented. Proven ability to work independently and able to keep top of multiple priorities. • Regular, reliable attendance and punctuality. Flexibility to come in early or stay late on short notice, if requested.
NOTES	Hours: 8am to 5pm; Monday – Friday (overtime as needed.) Interested candidates should submit a cover letter and resume to careers@synageva.com .