



**WE ARE HIRING**

Administrative and Logistics Assistant  
March 13<sup>th</sup> 2024

## Administrative and Logistics Assistant

Okolab USA Inc. seeks an **administrative assistant** to join our fast-growing, friendly, and innovative company. The ideal candidate is organized, detail-oriented, energetic, and eager to learn with a can-do attitude.

### About Okolab

Okolab USA Inc. is the US subsidiary of Okolab S.R.L. Founded in Italy in 2003, Okolab S.R.L. is the industry-leading manufacturer of environmental control systems for scientific research, IVF, and biotechnology. We specialize in providing solutions for the most challenging applications. We listen to our customers' feedback and are open to customizing our products to meet individual needs. Our expert engineers and computer scientists offer outstanding customer support. Okolab has been steadily growing for 20 years, selling worldwide. In 2014 we incorporated Okolab USA Inc. to support our North American customers and partners. Our dedicated USA office is located near Pittsburgh, PA.

### Essential responsibilities include but are not limited to:

- Process, organize, and inventory all incoming shipments
- Pack outgoing shipments and arrange pickup by UPS
- Assist the USA sales team with price quotations for customers
- Communicate with the Okolab Logistics department in Italy to coordinate shipments to and from the factory
- Maintain an accurate inventory list
- Maintain and manage a database of loaner equipment to ensure timely return of loaned items
- Assist the Okolab USA Sales Director in filming instructional/promotional videos
- Write expense reports for Okolab USA staff
- Manage occasional credit card orders, and deposit checks
- Order office and shipping supplies
- Plan business travel arrangements for Okolab USA staff

### Required Skills:

- Trustworthiness, reliability, and strong attention to detail are must-have qualities for this position
- Excellent written and verbal communication skills
- Ability work independently and problem-solve
- Proficiency in MS Office, in particular Excel and Power Point
- Proficiency in Windows OS
- Must be physically able to lift and move heavy boxes, up to 35 lbs. (or greater, with assistance)
- Bachelor's degree is a plus, but not strictly required
- Experience in biological research is a plus, but not strictly required

### Additional Details:

- Full-time, 40 hours/week (Monday - Friday, 9AM - 5PM)
- Salary range: 40K - 45K, depending on experience
- Benefits: QSEHRA for health expense reimbursement, 401K, paid time off, paid holidays
- Work location: full time in office building (located in the business district of Sewickley, PA)
- Training will be provided
- This is an entry-level position
- Possible opportunities for advancement

Interested applicants should submit a resume and cover letter to: [usa@oko-lab.com](mailto:usa@oko-lab.com)

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