

altona Diagnostics USA, Inc. is a Plain City, OH based company with headquarters in Hamburg, Germany. The company focuses on the sales and technical support of real-time PCR based reagents, developed and manufactured by our scientists in Hamburg, for the detection of pathogen specific DNA/RNA.

Our location in Plain City, Ohio is looking for an experienced

Project Coordinator

with a demonstrated understanding of business administration to join our team. The ideal candidate should have at least two years of experience in a similar role.

Responsibilities

- Answering telephones and ordering supplies
- Supporting the General Manager and logistics team with ongoing projects
- Maintaining customer documentation and database
- Updating customer records and creating documents from within company ERP system
- Coordinating projects with the headquarters in Germany
- Coordinating office activities
- Planning and attending events and trade shows

Requirements

- Bachelors degree in related field
- Two years of experience in a similar role
- Excellent written and verbal skills
- Great organizational skills
- Experience in customer care
- Knowledge of MS Office
- Ability to manage multiple priorities in an organized and productive manner
- Familiarity with the biotechnology industry is preferred but not required
- Familiarity with NAV and FedEx software is a plus

Our Offer

altona Diagnostics USA, Inc., as an Equal Opportunity Employer, offer a challenging position with a flexible, highly motivated and friendly working environment in a rapidly growing and globally expanding company.

Interested?

Please submit your cover letter and resume, including your salary expectations and your earliest start date, to Mr. Tyler Carney by email. For more information please contact us by phone.

We look forward to meeting you soon.

altona Diagnostics USA, Inc.
8120 Corporate Boulevard
Plain City, OH 43064
United States

Email: jobs-USA@altona-diagnostics.com
Web: www.altona-diagnostics.com

Phone: (614) 706-1784