



Operations Associate

San Diego, CA

We seek a highly talented and motivated Operations Associate to help drive Adcentrx Therapeutics ground-breaking efforts in cancer biotherapeutics drug development. The candidate will join a new team of researchers in San Diego, with the goal of developing novel targeted therapeutics that can make a difference in the life of cancer patients.

The successful candidate will be a results-driven individual with excellent organization skills, and good communication and interpersonal skills, accounting experience preferred. The candidate will be part of a cross-functional team in a highly collaborative and dynamic research environment working closely on a shared mission.

Responsibilities:

- Accounts payable duties including matching purchase orders to vendors' invoices
- Enter invoices in accounting system for payments
- Verify and confirm receipt of material or services
- Coordinate with vendors regarding invoicing and payment inquiries and discrepancies
- Submit weekly payment request
- Assist with purchasing and vendor accounts management
- Assist with IT support, Facilities management, Lab Safety, Equipment management
- Provide administrative and operational support to the company, including logistics, lab services, executive support

Qualifications:

- Bachelor's Degree in Business, Management, and Science or equivalent qualification
- Experience with biotech industry preferred
- Experience with accounting software preferred
- Initiative, good communication skills and result orientation, problem solving skills, helpful and experience in fast paced working environment

Adcentrx Therapeutics is proud to offer a competitive total compensation package as well as a comprehensive benefits program designed to support the lives of our employees and their families. Benefits include medical, vision and dental coverage, 401(k), company paid holidays, and stock options.

Adcentrx Therapeutics is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, sex, marital status, national origin, protected veteran status, disability status, or any other status protected by federal, state, or local law.

Job type: Full-time

To learn more, visit us at <http://www.adcentrx.com>

Please submit resume to info@adcentrx.com referencing the job title.