



## Job Description

### Corporate Concierge

Unchained Labs is building the first cool biologics tools company. One that matters. One without old-school rules. One with products that'll make a real difference in the research scientists do every day. We're UNleashing tools that help them characterize their biologics better.

Are you the one? A dedicated, polished, reliable and fresh-to-def individual for our corporate concierge position? This individual would be responsible for the "Unchained Labs" experience, both for external and internal contacts. We are a dynamic and fast paced office environment and are looking for the right person that can act as ground control, so if you are that SUPERSTAR... make me swipe right!

### Responsibilities

- Face of Unchained Labs: answer phones and greet clients, visitors, vendors and team members
- Oversee, support and maintain the front office of two buildings
- Support various departments with events such as team off sites, monthly happy hours, and companywide celebrations
- Assist team members with requests and bookings, such as restaurant reservations, external travel and meeting logistics
- Oversee all ordering and management of office supplies, snack and facility supplies
- Maintain and distribute internal company swag and giveaways
- Every changing general office & administration duties as this position is growing with the company

### Qualifications

- 2+ years of Customer Service/Hospitality experience. Minimum 1 year in an Administrative/Receptionist position
- Welcoming and friendly personality
- Proactive self-starter with strong attention to detail and follow-through
- Ability to multi-task and thrive in a constantly changing environment
- Proficient with Microsoft Office: Word, Excel, PowerPoint and Outlook
- Excellent communication skills and phone manner
- Strong writing and proofreading skills
- Ability to work as part of a team and independently
- Punctuality is a must. Must be available to work from 8:00 am to 4:00 pm, Monday thru Friday, and overtime if needed
- This role is every changing and has the ability of upward growth within Unchained Labs