

AFINGEN

AFINGEN Inc (www.AFINGEN.org) is a molecular biology start-up company located in Emeryville, California established by researchers from Lawrence Berkeley National Laboratory (LBNL). Based on funding from the Department of Energy (DOE), AFINGEN has been developing synthetic regulatory DNA approaches to improve traits and strains for high yield bio-based chemical production. AFINGEN offers a unique opportunity for an Administrative Research Assistant responsible for supporting management team and research team's activities at DOE Joint Bioenergy Institute (www.jbei.org). Please apply via e-mail: sustainability@afingen.org with 1) a one-page cover letter and 2) a CV. Please state the position you are applying for in your e-mail subject line. The position will start August 1st 2015.

Administrative Research Assistant

Responsibilities include bookkeeping, accountant, and human resources, and supporting research funding applications, research report and financial report submissions. The Administrative Research Assistant will also collaborate/interact with various levels of internal staff and external collaborators. Qualifications: Strong understanding of Microsoft, QuickBooks, and online communication tools. Ability to multitask and take on multiple projects. Ability to meet deadlines Strong communications skills and attention to detail a must. B.Sc. degrees, plus previous experience as a research assistant or administrative assistant preferred.

Joint BioEnergy Institute, Emeryville CA



Note: The position is expected to be a part-time (20 to 30 hours per week) that could be converted to a full time appointment based upon satisfactory job performance, continuing availability of funds, and ongoing operational needs. The work schedule may include weekends. Applicant must be US citizen or Permanent resident.

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