

San Diego Biopharmaceutical – Ambrx, Inc.
Receptionist
10-17BA

Ambrx, Inc. is a biopharmaceutical company with a mission to deliver breakthrough protein therapeutics. We are dedicated to assembling and developing an exceptional team and a breakthrough technology to create the next generation of protein-based medicines.

We are seeking a highly-motivated team player to be a Receptionist for a fast-paced and dynamic organization. The successful candidate will have an outgoing and friendly personality who has a high level of professionalism.

Job Duties:

- Answer phones, verifies names, phone numbers and spelling of email address information
- Greet visitors, screen incoming calls from main telephone number, forward as appropriate
- Announces visitors to appropriate person
- General filing
- Book and confirm appointments
- Keep work area, Boardroom and outer area to CEO's office clean and organized

Qualifications

- High school graduate or GED required
- Friendly and outgoing personality
- Reliable
- High level of patience, tact and diplomacy
- Great work ethic and problem solving skills
- Ability to remain calm and work under pressure
- Communicates in a clear and concise manner using proper grammar and correct spelling
- Must be able to fluently read, write and speak English
- Basic mathematical skills
- Ability to be proactive, work independently in a fast-paced environment.
- Must be flexible and adaptable to change.
- Excellent communication skills, both written and verbal required.
- Experience and knowledge using Microsoft Office with intermediate computer skills using Outlook, Word, and Excel is required
- Must be able to perform all the essential functions of the position.

To be considered as an applicant, please submit your resume/CV referencing the specific position of interest and position code to careers@ambrx.com. Applicants whose qualifications and experience most closely match the requirements of the position will be reviewed. Candidates will only be contacted for evaluative discussions. Ambrx offers competitive compensation & benefits. EOE