



Company: Kula Bio

Position Title: Operational Assistant

Location: Natick, MA

Schedule: Full Time

Employee Status: Regular

Organization:

Kula Bio is a leader in sustainable nitrogen solutions, helping farmers improve crop yield and reduce environmental impact. We make a cost-competitive biofertilizer that boosts a naturally occurring process to deposit meaningful amounts of nitrogen in the soil.

We are looking for a passionate and highly motivated individual with professional maturity to join our Operations group at Kula Bio. The person will be working on improving the current Operational Platform and participate in upgrading the Operational System. The incumbent will be working closely with Manufacturing Science and Technology (MSAT), Production and R&D departments to establish operational excellence and a time/cost-efficient work system.

Duties: Be responsible of the Operational/Administrational activities including

- 1) Work closely with the COO to oversee daily business operations.
- 2) Responsible for enforcing Company policies and procedures within the office and the other departments.
- 3) Under the direction of the COO, ensures that lab supplies are ordered and stocked.
- 4) Maintain accurate and up-to-date inventory documentation and communicate to the COO of delays in the supply chain.
- 5) Works within the Purchase Ordering system and communicates to internal and external administrative/accounting personnel to ensure all paperwork is available for accounts payable.
- 6) Develop and maintain excellent working relationships with all vendors and sales representatives.
- 7) Responsible for follow-up communication with vendors on all incoming orders.
- 8) Maintain supply areas in audit-ready conditions at all times.
- 9) Develop and maintain an efficient process for supplies from receiving to shelves.
- 10) Maintain accurate accountability of inventory within the assigned database.
- 11) Assist COO in upholding procedures and SOP's through-out the department.
- 12) Cross-train appropriate personnel in all purchasing/shipping/receiving functions in case of absence.
- 13) Ensure proper handling of receipts and purchase orders.

- 14) Provide support to the COO as needed. This may include receipt of client calls for reprinting of reports, ensuring all failed postal mails/emails are followed up and delivered, and other reporting responsibilities as needed.
- 15) Provide support to Sample Management as needed including unpacking, accessioning and archiving.
- 16) Search for and provide samples to laboratory as requested.
- 17) Perform other laboratory-related tasks such as sample sorting, archiving, instrument maintenance etc. as directed by the COO and Operations Group Leaders.

Required Skills:

- 1) Strong organizational skills.
- 2) Knowledge of MS Office 365 and Outlook.
- 3) Energetic and hard working. Willing to work overtime as needed to accomplish goals.
- 4) Strong analytical, logistics, leadership and communication skills: verbal and written.
- 5) Ability to lift packages greater than 40 pounds.
- 6) Ability to work in a fast-paced environment.
- 7) Ability to organize own work, set priorities and meet deadlines.
- 8) Rigorous with high attention to detail.
- 9) Sense of initiative and problem-solving approach.
- 10) Self-reliant, self-motivated and self-disciplined.
- 11) Excellent interpersonal skills and team spirit.
- 12) Flexible and adaptable.

Experience:

- 1) Laboratory/Manufacturing experience is beneficial, but no prior experience is needed.

Educational qualification:

High school diploma or GED or bachelor's degree

If you are interested in this job, please email your cover letter and resume to admin@kulabio.com.