

Office Assistant

Recognized as a 2022 Indiana Best Places to Work in Manufacturing, Nexxt Spine LLC., one of the best positioned companies in the medical device industry, is searching for a hard-working and driven Office Assistant to join our dynamic team. Located in Noblesville, IN, Nexxt Spine LLC has won awards for designing, manufacturing and distributing a rapidly expanding line of spinal implants and instruments.

SUMMARY: Hands on role will be responsible for assisting in the day-to-day operations of the company performing a variety of miscellaneous tasks relevant to a growing entrepreneurial company on a full-time basis focusing mainly on the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- First point of contact for visitors
- Filing & scanning for various departments
- Assist with travel arrangements
- Maintain AP & Expense files
- General office maintenance (Order office, breakroom supplies & maintain breakroom)
- Assist with various business projects
- Other duties as assigned

QUALIFICATIONS:

- Proficient in the use of Microsoft Office products (Excel, Word, Outlook)
- Excellent verbal and written communication skills
- Exceptional customer service skills
- Self-motivated and the ability to self-prioritize
- Ability to work in a fast-paced environment and act with urgency
- Strong attention to detail & problem-solving skills are a must
- High school diploma/GED minimum prefer Bachelor's Degree
- Experience working in Medical Device and/or other FDA regulated manufacturing environments are a bonus

PHYSICAL REQUIREMENTS:

- Sitting and standing for extended periods of time
- Ability to lift 20 pounds

Apply via email to WWertz@NexxtSpine.com

