



## Join our Team!

**Position:** Administrative Assistant

**How to Apply:** Email your resume to [careers@lumedica.com](mailto:careers@lumedica.com) or apply on the job post at [Indeed.com](https://www.indeed.com).

### Position Overview

Lumedica, Inc is a growing, Durham-based biomedical imaging start-up that develops and builds low-cost optical coherence tomography (OCT) imaging systems for the research and ophthalmology markets. We are seeking a positive, hard-working, professional, and highly motivated team player with excellent communication skills and attention to detail. This position will focus on providing office support and administrative duties as described below:

### Responsibilities

The primary purpose of this role is to provide support to office management.

- Order and receive office supplies, clinical/lab/manufacturing supplies, equipment
- Schedule and coordinate meetings
- Draft meeting minutes
- Provides logistical support to management, marketing, and engineering teams
- Special projects as needed
- Create and maintain physical and electronic filing
- General office upkeep
- Resolve equipment and office maintenance issues
- Respond to staff questions
- Assist with mail, shipping and receiving
- Office and Lab organization
- Assist with inventory and asset management

### Required Skills and Experience

- High school or equivalent

## **Preferred Skills**

- Demonstrated teamwork abilities
- Strong interpersonal relationship skills
- Excellent written and oral skills, Windows, Microsoft Word, Excel, editing, and proper email etiquette skills are ideal for this position.
- Prior office work or similar experience strongly preferred.
- Prior experience with research, FDA regulations, are welcomed but not mandatory.

***The above statements describe the general nature and level of work being performed by individuals assigned to this role. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.***

## **Preferred Technical Requirements**

- Windows
- Microsoft Word
- Excel

## **About Lumedica**

Our mission is to create low-cost imaging devices that foster greater access to better healthcare worldwide. Our customers harness the imaging capabilities of optical coherence tomography to conduct scientific research and provide accurate diagnosis for patients. The company was founded in 2014 based on research conducted by Dr. Adam Wax at the Biomedical Interferometry Optics and Spectroscopy or BIOS lab at Duke University. The company culture at Lumedica is collaborative and encouraging.

## **Compensation & Benefits**

- Commensurate with experience
- Paid Time Off
- Paid Holidays
- No Weekends
- Medical, Vision, Dental

- 401K
- Stock Options

### **Equal Opportunity Employer**

Lumedica is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination. Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.