



## Mobile Xpress Clinics

### JOB DESCRIPTION

Position Title: Administrative Assistant

Location: San Diego, California

Position Summary: Office support, coordination of customer support and interface with group testing.

Job description: Responsible for general office support including organizational tasks such as scheduling, email, website updates. Also responsible for liaison with corporate accounts that are contracted for support of diagnostic screening. This person will participate in events and interact with customers to schedule follow up visits. Must be willing to take on new responsibilities and vary work schedule to accommodate company needs, this may require occasional long work days.

Required Qualifications:

- 2+ years of administrative experience ideally in biotechnology or diagnostic company
- Enjoy working with people
- Positive attitude
- Proficiency with MS Office Suite and Google products
- Ability to lift 50 lbs.
- Must be punctual
- Excellent written and verbal skills required
- Keep detailed records of patient and corporate information
- Covid-19 vaccination necessary

Required Qualifications: Excellent writing and communication skills. Ability to work with in a team environment while supporting customers. Based on the skill level the work can also include interactions with operations team.

Compensation: Dependent upon qualifications and experience, with medical benefits package.

About Us: Mobile Xpress Clinics is a clinical testing company focused on fighting the Covid-19 pandemic. We offer all types of Covid-19 diagnostic testing, Covid-19 vaccinations and phlebotomy services. We have testing sites in Sorrento Valley, Lemon Grove and mobile sites. We are a team of people that enjoy working together to help with health and equity in our community.