



# RainDance Technologies Inc.

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## POSITION DESCRIPTION

**Title: Receptionist**

**Supervisor: Director Of Human Resources**

**RainDance Technologies, Inc.** is a biomedical technology company devoted to developing and commercializing a proprietary droplet-based microfluidics platform. The core of our technology is the generation of stable, nano-liter sized droplets that act as the functional equivalent of a test tube, or a well on a microtiter plate. Each droplet can encapsulate an individual sample of cells or reagents for both preparative and analytical life science and chemical analysis applications. RainDance recognizes that the rate and scale of research is accelerating dynamically, and in order for researchers to keep pace with these demands, they need the benefits of high quality individualized reactions generated on a massive scale. Our vision is to be the worldwide leader in sample processing and analytical solutions that provide a new standard of data quality.

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### **POSITION SUMMARY:**

The Receptionist will be the first point of contact between RainDance and third parties, via phone and in person; as such this person must possess superb communication skills and be at ease in a professional business environment dealing with management and customers at all levels. This person will be responsible for setting logistics for various meetings, including coordinating attendees' schedules and regulating use of conference spaces. The Receptionist will also reconcile all incoming invoices to verify proper documentation prior to payment, and maintain a structured organization of created packets.

Our prime candidate works well independently, is flexible and able to handle interruptions. As a self-starter who follows through on commitments, this outgoing individual will ensure the office is running smoothly and being maintained efficiently by enthusiastically providing basic support to other members.

### **ESSENTIAL FUNCTIONS:**

- Answer phones and greet visitors in a pleasant and personable manner
- Be attentive to the wide range of needs of employees, guests and the facility, and pro-actively support and contribute to fulfilling these needs.
- Promote a high degree of organization and efficiency.
- Demonstrate strong multi-tasking and problem solving abilities



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- Ensure outgoing mail and office packages are prepared and delivered to proper carrier.
- Match invoices, expense statements and other documents to PO's, ensuring proper documentation, receipts and signatures.
- Coordinate use of conference rooms.
- Order and maintain office supplies.
- Sort mail and incoming faxes.
- Make business travel arrangements.
- Assist in event planning for quarterly meetings and events.
- Various correspondences as requested.
- Library and literature maintenance.
- Other tasks as reasonably requested.

## **QUALIFICATIONS:**

- Associates or Bachelors Degree
- Demonstrated skills and success in busy office environment
- Proven ability to manage diverse, simultaneous tasks of varying complexities
- Ability to work well with all types of people, internal and external
- Up to date computer skills including Office 2007 and web based applications
- Experience with invoice reconciliation and filing systems
- Excellent communication skills, both verbal and written

## **OTHER:**

- Some travel may be required to Connecticut during initial weeks of employment
- Compensation and benefits in accordance with Company policy
- Some lifting and physical activity may be required

When applying for this position, please put the job title on the subject line and send the email to:

[rdtjobs@raindancetechnologies.com](mailto:rdtjobs@raindancetechnologies.com)

***An equal opportunity employer***

Visit our website: [www.raindancetechnologies.com](http://www.raindancetechnologies.com)