



## Administration

SigmaGraft Biomaterials has Administration Department which is responsible for providing support in the areas of human resources and office management. In this Department, we have entry level positions, mid-level positions, senior level positions from Administrative Assistant to Administration Manager.

Are you good at multi-tasking? Are you an organized person? Do you have experience in general office management? Apply to Administration.

**Career development:** Many of our entry-level employees gain experience and become leaders in their field. See where your SigmaGraft journey can take you.

**Benefits:** Our range of benefits can include health care, 401(k) savings plans, paidtime off and more! Find out which benefits you'll get after you choose your role with us.

### Responsibilities

- Responsible for hiring, interviewing, and onboarding new personnel
- Responsible for developing new policies and procedures and updating existing ones
- Conducts training sessions with team members to assure adherence to established policies and procedures
- Interacts with team members in a way that fosters openness, trust, confidence, in the pursuit of organizational goals
- Yearly evaluates and oversees administration of benefit programs and makes recommendations
- Assist management with correspondence, emails, event planning, and client relations
- Acts as a liaison with professional partners and/or trade associations, calendar meetings, and on special projects

### Apply

Submit your inquiry to [info@sigmagraft.com](mailto:info@sigmagraft.com) about a job opportunity or submit your resume. Should we find that you have relevant experience or skills, we will contact you.