



**Site Operations/Program Coordinator 2
San Francisco Bay Area**

The Bridge Group is seeking someone who has in-depth knowledge of office and lab site operations with well-rounded financial skills to support our client in the South Bay.

The ideal candidate will be a detail-oriented, get-things-done individual with excellent oral/written/visual communication skills.

Responsibilities

- Maintain labs and troubleshoot technical issues in collaboration with the lab team and vendors.
- Liaise between the residents, vendors, and our teams while ensuring prompt feedback
- Develop standard operating procedures for the start-up, use, maintenance, and shutdown of shared equipment.
- Learn our systems and provide feedback on workflow optimizations and process improvements.
- Interface with Procurement, internal finance and Accounts Payable to ensure Procurement and Finance processes related to site operations are in accordance with company guidelines.
- Partner/Collaborate with Finance, EHS, Facilities, Planners and Real Estate projects, Culinary, Security, Ergo, etc. to ensure communication of requirements.
- Highly competent to apply computer applications and productivity software including Microsoft programs and SharePoint.
- Ability to quickly adopt and utilize FB internal tools and technologies.
- Ability to utilize computerized databases and information system.
- Take initiative to learn new skills.
- Excellent oral communication and writing skills including ability to compile information on complex subjects in presentation form and statistical reports.
- Approach situations with a can-do attitude and present solutions not problems.
- Ability to identify/assess gaps, improve existing processes and develop new processes where needed.
- Capacity to deal with ambiguity and seek guidance in areas of difficulty.
- Critical and strategic thinking skills.
- Processing high volume emails/requests with accuracy and efficiency.
- Performs other related job duties as assigned.
- Assist in ad-hoc duties when necessary.

Qualifications

1. Bachelor's degree in a related field
2. At least 5+ years of professional experience in a relevant field
3. Must have excellent computer skills, Intermediate skills with Microsoft Office Suite
4. Excellent communication skills, both written and verbal



5. Detail oriented
6. Innovative thinker, good communicator
7. Organized, knows how to prioritize
8. Knowledge of financial terms and principles.
9. Ability to solve problems and deal with a variety of options in situations. Requires analytical and quantitative skills.

Compensation

1. Competitive salary
2. Health, dental, vision, life coverage
3. Retirement plus company matching
4. Generous PTO policy

Interested?

Send your cover letter and resume to tamara@the-bg.com. We look forward in hearing from you!