



Administrative Assistant

Adaptive Health

Adaptive Health owns many of the leading wellness and nutritional supplements on the market. These brands include Nugenix®, Beneflex®, Lumiday®, and Luminite®. Adaptive Health is also the owner of Instaflex®, the nation's top-selling joint support product in GNC stores.

Our innovative sales model combines a traditional retail presence with powerful direct response techniques. We manage this model with the help of our unique brand-management platform. This unique platform enables us to effectively manage vast direct response initiatives for our products, while also supporting an expanding retail presence.

About the Team

We're a closely-knit team of developers and designers based conveniently in Back Bay, running the technology arm of an analytics-based marketing company.

Dress code is casual, team-wide lunches regular, ping-pong matches are highly competitive, and after-work social gatherings occur often.

We work out of a spacious, loft-style office on Huntington Avenue with floor-to-ceiling windows and plenty of natural light, a stocked kitchen and close proximity to lots of good food and gyms. We will provide the selected candidate a workstation of their preference.

Adaptive Health is committed to offering their employees competitive compensation and benefit packages. Medical, Dental, Life Insurance, Short Term Disability, 401K, generous PTO, Vacation Reimbursement Program, and more!

About the Role

Responsibilities:

- Greet visitors and notify appropriate persons
- Handle incoming/Outgoing Business related mail
- Sort through incoming mail and distribute as needed
- Pick up outgoing mail to have it sent out
 - This includes the UPS account
 - creating shipments
 - printing labels,
 - bringing them downstairs to the UPS drop box
- Maintain Office and Kitchen supplies via Staples
 - Keep track of what is low/anticipate when supplies needs to be ordered
 - Placing orders for employee requests



- Monitor drinks and snacks and reorder as needed
- Sign for all deliveries including water delivery, snacks, Staples orders etc. and provide Liz with the invoices
- Order catered lunch when needed for larger, daytime meetings
- General Administrative Support
- Coordinating Birthday Celebrations
- Serve as the Building Management Point of Contact
 - Report maintenance/office inquiries (office temperature etc.)
 - Attend building meetings (fire drill training, etc.)
 - Communicate building updates and notices to employees
- Support in Filing and General Office Organization
- Tracking and Managing IT Requests
- Organizes team building events

Desired Skills and Experience:

- 2 or more years of experience in an administrative support role.
- High School Diploma Required
- Excellent Communication and Interpersonal Skills
- Detail Oriented / Time Management Skills
- Ability to function well as a member of a team

In the United States, Adaptive Health requires that applicants provide authorization and consent to a background check to continue in the selection process. All employment offers are contingent on meeting our background check standards. If hired, you will be required to provide documentation indicating your legal right to work in the U.S which may be verified through Adaptive Health's participation in the E-Verify program.

As an Equal Opportunity employer, Adaptive Health provides an environment that promotes individual recognition and achievement. We recruit, hire, train, compensate and promote associates without regard to race, sex, color, religion, age, national origin, disability or protected veteran status.