



## Job Posting - Administrative Coordinator and Office Manager

Modulim is a venture-backed medical device company that is helping solve some of the most devastating consequences of diabetes. Modulim is teaming up with Providers across the continuum of care to improve patients' lives through early detection and prevention of diabetic foot ulcers, the leading cause of lower limb amputations. Modulim's technology is rapidly becoming a platform for communicating and managing a patient's vascular and tissue health status to help Providers alleviate the health and financial implications of diabetic foot complications. If you are looking for an opportunity to be part of a growing team that is changing healthcare - this is the place for you.

### Our Guiding Principles

- **Humans First** - *be respectful, positive, put the needs of our customers first, and above all else do what is best for patients.*
- **Driven by Data** - *be a lifelong learner, make decisions, strategize, and live by data.*
- **Lead with Integrity** - *be decisive, do what you say, take ownership, act with accountability and honesty.*
- **Knowledge Is to Be Shared, Not Hoarded** - *be transparent, keep your motives visible, sharing information makes us stronger.*
- **Act Without Fear** - *be helpful, accepting, take risks, and see all failures as opportunities to learn.*
- **Inspire Everyone To 'See Beyond'** - *inspire all others to see the value and importance in what we do every single day.*

### The Opportunity:

- Under the direction of the CEO, manage and coordinate administrative and office activities
- Provide administrative support for senior management
- Coordinate Human Resources administration, in partnership with our PEO (co-employer)
- Facilitate recruiting, on-boarding, and orientation of new hires
- Maintain compliance with federal and state regulations concerning employment
- Manage and organize office operations, procedures and systems
- Establish and monitor systems and procedures to enhance timely and efficient workflows
- Manage central filing system (digital and paper) including archives and vendor files
- Develop office budget and ensure office activities are conducted within budget
- Manage office security and hardware systems (phones, printers)
- Coordinate outgoing shipments, in conjunction with Sales, Marketing, and Operations
- Perform other related duties as assigned by management

### The Qualifications:



- A bachelor's degree is preferred, but not required depending on experience
- Experience in office management, shipping, human resources, or other related fields
- Ability to prioritize and multitask
- Proficiency with MS Office, CRM programs, and project management software
- Must have strong verbal and written communication skills
- Motivated and able to handle multiple projects

**The Benefits:**

- Generous paid-time-off policy & employer contribution toward medical insurance
- Employee-paid dental, vision and a variety of supplemental insurance policies available
- Employer-paid \$10,000 Basic Life Insurance
- 401(k) Plan with matching benefits
- Stock option plan

**Location**

- Irvine, California

Send resume and relevant information to **[jobs@modulim.com](mailto:jobs@modulim.com)**

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