

## Grants & Business Administrative Assistant

We are seeking a smart, highly motivated, detail-oriented, tech-savvy, efficient problem-solver to join our team. Desired qualities include being ready to take on any challenge that comes your way, experience in an office environment, the ability to keep track of small details while retaining a big picture perspective, and a strong capability to work independently.

### Tasks Will Include

- Professional communication with subject matter experts, consultants, and other contacts at universities and other partnering organizations
- Generating and maintaining project timelines and keeping timeline tracking up to date
- Assisting in preparation of materials for grant submissions, IRB submissions, other regulatory requirements (e.g., clinicaltrials.gov, etc.)
- Preparing, organizing, and tracking reports and other documentation to maintain compliance (e.g., NIH, IRB, HIPAA, FDA)
- Developing research study materials and protocols
- Working within QuickBooks and other accounting/billing software to track, manage, and upload expenses and payments
- Preparing payroll for processing
- Personnel on/off boarding
- Tracking and drafting contracts and other legal documentation for sales customers, grants, and vendors
- Filing and other administrative tasks

### Essential Qualifications

- Highly detail oriented, organized and thorough
- Active problem-solver and independent worker
- Able to juggle many balls (metaphorically, of course) at one time
- Excellent communication skills, in person, writing, and via email tech savvy; not intimidated by learning new technology



- A self-starter who doesn't require supervision and oversight
- Friendly, personable, and approachable with an ability to form relationships based on genuine regard, warmth and competence
- Enthusiastic team-member who thrives in tight-knit environment

## Desired Qualifications

- Experience with conducting research with human participants
- Previous work with accounting software
- Experience drafting contracts and other agreements
- Inherent desire to help where needed
- Background, or interest, in health or mental health

## About Us

Jaspr Health is located in Seattle, WA. We are a growing technology start-up focused on delivering evidence-based suicide prevention interventions to large healthcare systems. Our work is funded by the National Institutes of Health and private investors. We design, build, and implement our digital solutions to systems throughout the United States. For more information about our work, please visit our website at [www.jasprhealth.com](http://www.jasprhealth.com).

At this time, all work is remote; however, candidates will be required to live in the Seattle metropolitan area post-COVID when our offices will reopen. This is a full-time salaried position with benefits. Starting salary is \$45,000.

## How to Apply

Apply by 11:59PM PST on Thursday **April 15th**, 2021. In your application, please:

- Attach a pdf of your Letter of Interest where you introduce yourself and explain why this position is of interest to you, and why you would be a great fit.
- Attach a PDF of your CV/resume.

**Apply online at <https://jasprhealth.com/careers/> OR send the above materials to [research@jasprhealth.com](mailto:research@jasprhealth.com).**