

Office & Lab Administrator

Location: Boston, MA

Company Background

Mori, formerly known as Cambridge Crops, is a fast-moving, venture backed, B2B, technology start-up focused on innovations in the food, agriculture, and packaging industries. Specifically, we leverage the unique properties of a naturally derived protein found in silk to extend the shelf life of perishable foods, including whole and cut produce, meat, and seafood.

Our mission statement, “*More Food, Less Waste,*” is supported by our company goals to reduce food waste, improve supply chain efficiencies, and increase food access.

Job Description

Mori is seeking a reliable, resourceful, and highly organized Office & Lab Administrator. The candidate will be responsible for day-to-day operational maintenance and organization, to include the following responsibilities (which are subject to change):

- Shipping & receiving management
- Invoice processing and tracking
- Inventory tracking and reporting
- General space organization
- Company event facilitation
- Administrative assistance

Qualifications

Ideal candidates will have the following qualifications:

- Bachelor’s or Associate’s degree in a relevant discipline
- Detail oriented with strong organizational skills
- Strong communicator, both verbally and in writing
- Self-starter: someone who takes the initiative to solve a problem without being asked
- Due to the nature of the business, candidates are also expected to be comfortable with a fast paced working environment, working on your feet, and lifting equipment and/or supplies of up to 40 pounds.
- Experience in office and/or lab administration – especially shipping & receiving management – is a plus!
- Experience in a lab setting and/or working with a highly technical team is a plus!

Team and Culture

Our tight-knit team has spent their careers developing and commercializing technology. We abide by the following values:

- Think big, start small
- Embrace complexity
- See it through
- Operate with care
- Keep perspective



Our employees enjoy a generous and flexible paid-time-off policy. Mori also offers all full-time employees comprehensive physical and mental health benefits.

Mori is an Equal Opportunity Employer and complies with the Americans with Disabilities Act of 1990 ("ADA"), as amended by the ADA Amendments Act of 2008, and all applicable state and local fair employment practices laws. Employment opportunities at Mori are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

If interested in applying to the Mori team, please submit your resume and a brief cover letter to recruiting@mori.com with "Office & Lab Administrator" in the subject line.