



Administrative Associate (Part-Time)

Who we are:

Krystal Biotech, Inc. is a gene therapy company based in Pittsburgh, Pennsylvania. We are developing innovative and transformative gene therapy medicines to dramatically improve patient lives affected by debilitating skin diseases. We work to accomplish this goal through scientific innovation, operational excellence, and the belief that “nature operates in the shortest way possible” (Aristotle).

You can learn more about Krystal Biotech at www.krystalbio.com

Our vision:

We strive to be the leader in the development of novel and proprietary “off the shelf” gene therapy products to fight some of the world’s most serious skin diseases.

Our mission:

To develop transformative, innovative, and science-based HSV gene therapy products and processes to dramatically improve people lives.

Job Description Summary:

Krystal Biotech, Inc is seeking a highly motivated part-time Administrative Associate who will provide support to the Materials Coordinator and Office Manager. The ideal candidate will have at least one (1) year of experience working in an office. Previous employment in a clinical, medical or research environment is a plus.

The ideal candidate is:

- Extremely detail oriented and well organized
- A demonstrated self-starter who regularly takes initiative
- An excellent communicator with strong written and oral communication skills
- Able to prioritize and identify the most important task at hand
- Someone who works efficiently and uses most of the time they have available

Specific responsibilities include but are not limited to:

- Administrative duties such as filing, scanning, copying
- Organizing and scheduling meeting
- Covering the reception desk when necessary, answering phones, taking messages for other employees, etc.
- Assisting the Office Manager with basic office tasks and organization
- Provide support to office employees
- Monitor emails from vendors
- Assisting the Materials Coordinator with receiving and sorting packages
- Assisting with inventory management
- Acting as an additional liaison with vendors and sales representatives



All interested applicants are required to submit their CV/Resume and Cover Letter to ktuminello@krystalbio.com. Please note, applications submitted without resumes and cover letter will not be accepted.

Krystal Biotech, Inc. is an Equal Employment Opportunity and Affirmative Action Employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. Headhunters and recruitment agencies may not submit resumes/CVs through this Web site or directly to managers. Krystal Biotech, Inc. does not accept unsolicited headhunter and agency resumes. Krystal Biotech, Inc. will not pay fees to any third-party agency or company that does not have a signed agreement with Krystal Biotech, Inc.