

About Us

Membrion is a dynamic start-up company working to solve some of the world's biggest environmental challenges. Initially, that's eliminating the least efficient portion of a wastewater treatment process: driving. Large companies literally load their dirty water onto trucks, drive it on the freeway and unload it at a centralized facility to be treated. Membrion has created a new type of membrane that can handle harsh industrial conditions and enables on-site wastewater treatment at a fraction of the cost and CO₂ emissions. We've successfully raised \$10.5 million with some of the leading investors in the Pacific Northwest and received >\$3.5 million in government grant funding to commercialize the technology. Today, we're manufacturing membranes roll-to-roll at our pilot facility in Seattle and are launching product trials with household-name companies. Still interested? Read more at membrion.com.

Job Title: Administrative Assistant

Position Type: Full Time

Location: Seattle, WA

Pay: Commensurate with experience; includes benefits, bonus & stock options

Job Description:

Membrion is seeking a reliable individual who is highly motivated, takes pride in their work & is exceptionally organized to join our team. We're a people- and sustainability-focused start-up which means that we're collaborative, supportive & flexible in the way we achieve ambitious environmental goals. This position will work directly with company leaders and Executive Assistant to ensure that all manner of operations and projects run smoothly. Career growth opportunities are abundant on our rapidly growing team. Interested candidates should be:

- Excited about working in a fast-paced environment where priorities & activities can shift in an instant
- An expert at managing multiple ongoing projects & responsibilities to meet aggressive deadlines
- Able to quickly master new tasks with little-to-no guidance or oversight
- Energized by finding and solving problems that no one asked them to solve
- In love with learning – no two days will be the same and rhythms are rare
- So organized and detail oriented that their friends and family tease them about it
- Friendly, communicative & a people-person with a customer-service mindset
- Willing to go the extra mile to see the team succeed but not at the expense of physical or mental health

Responsibilities:

- Act as a point of contact for resources and procedures
- Ordering, organizing & maintaining office supply levels
- Purchasing, shipping & receiving support
- Provide team calendaring support by booking appointments and preventing conflicts
- Taking & organizing notes during meetings
- Plan and setup for company events and parties
- Working on special projects as assigned

Qualifications:

- Bachelor's degree or equivalent experience
- Proficiency in Microsoft Word, Excel, PowerPoint & Outlook

Membrion has built a diverse and inclusive team, and we strongly encourage individuals from groups that are historically underrepresented to apply! If this opportunity sounds interesting, then

apply to work with us! To apply for this role, please send an email with a cover letter and your resume to jobs@membrion.com