



Administrative Specialist

Location: Plano, TX

Department: Finance & Administration

Position Summary

The Administrative Specialist supports daily operations with a primary focus on employee expense management, sales travel coordination, and accounts receivable/payable (AR/AP). This role ensures accurate expense processing, timely handling of invoices and payments, and efficient coordination of travel logistics. The position works closely with Finance and internal teams to maintain organized records and support smooth business operations.

Key Responsibilities

Expense & Travel Coordination

- Review employee expense reports for completeness and proper documentation
- Follow up on missing receipts or required information
- Coordinate travel arrangements for the Sales team (flights, hotels, and transportation)
- Maintain organized records of expense and travel documentation
- Assist with travel changes and logistics as needed

AR/AP & Financial Support

- Assist with accounts receivable tasks, including tracking invoices and following up on outstanding balances
- Support accounts payable processes, including invoice entry and payment tracking
- Maintain accurate records in accounting systems
- Assist with basic reconciliations and report preparation (e.g., AR aging, expense summaries)
- Support Finance with data collection and administrative tasks as needed

Administrative & Office Support

- Provide general administrative support, including scheduling meetings and maintaining documentation
- Organize and maintain company files and records
- Assist with internal communication and coordination across teams
- Support day-to-day office operations and administrative tasks
- Assist with special projects and ad hoc requests

Qualifications & Experience

- Associate's or Bachelor's degree in Business Administration, Finance, or related field preferred
- 1–2 years of experience in administrative support, expense processing, or AR/AP preferred
- Basic understanding of accounts receivable and accounts payable processes
- Strong attention to detail and organizational skills
- Ability to lift up to 30 lbs
- Proficiency in Microsoft Office (especially Excel)
- Familiarity with accounting software (e.g., QuickBooks) is a plus
- Good communication skills and ability to work with multiple teams

Founded in 2019 as an advanced technology medical device company integrating innovative research and development with the mission of providing the medical community with patient-friendly devices for diagnostic and therapeutic applications. Headquartered in Plano, Texas, AnX Robotica is transforming video capsule endoscopy with the introduction of the NaviCam Platform, including the NaviCam® Xpress System, a Magnetically-Controlled Capsule Endoscopy (MCCE) System for sedation free visualization of the stomach. The NaviCam platform also includes NaviCam Small Bowel System and the NaviCam Stomach/Tether* for visualization of the esophagus



