



Project Assistant

The Role

The company is seeking a Project Assistant to join the team, with the role of:

- Supporting the Research Manager in:
 - Managing Innovate UK grant funded projects
 - Preparing quarterly grant reports
 - Day to day project management including assisting to ensure projects are running to time and budget
- Supporting the Research Manager in maintaining ISO 9001 & 14001 accreditation, liaising with the technical team in completing necessary documentation
- Supporting the Research Manager in compiling new grant applications
- Assisting in producing technical reports & presentation slides
- Providing interim support to the Management Accountant in general company operations

Candidate Experience

The company is seeking candidates with:

- Relevant skills learnt from working in a related scientific industry or a bachelor's degree in a related subject, ideally Chemistry or Biology
- Previous experience with grant awarding bodies, particularly Innovate UK
- Experience of collaborative working between operations and technical teams
- The ability to work efficiently, multitask and be a team player
- Excellent time management, writing and presentation skills
- Ability to take initiative and adapt writing styles to suit different audiences
- An enthusiasm for Xampla's mission of addressing plastic pollution, and an interest in sustainability
- The right fit for a small, science-led, innovative team
- An individual with a can-do attitude who thrives in a fast-paced environment

Package

- £25k-£28k salary p.a.
- Share options in a fast-growing Cambridge start-up
- Generous holiday package