



Administrative Assistant

The Role

- Reporting initially to the CEO, providing general administrative support:
 - General office support
 - Team communications and organisation
 - Meeting booking and scheduling
 - Preparation of presentations and documents
 - Document management and filing
 - Travel booking
 - Liaison with IT support
- Administration of purchasing, invoicing and other day-to-day financial activities, working with the Management Accountant in general company operations
- Day to day support on HR and recruitment
- Support for event organisation
- Data entry and administrative support for marketing and communications
- Organisational and PA support for the CEO and CTO

Candidate Experience

The company is seeking candidates with:

- Experience in an accounting role or supporting an accounts function
- Excellent organisation skills
- Dealing with confidential and sensitive information professionally and appropriately
- An eye for detail, and good professional standards
- Good IT skills preferably in MS Office including Word, Teams, Outlook, Excel and PowerPoint
- Interested in learning and skills development
- The right fit for a fast growing, ethical scientific start-up

Package

- £25k-£30k p.a. salary
- Share options
- Generous holiday package