



Project Assistant

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

- Supporting the Research Manager in:
 - Delivering projects within specified budget, quality and programme criteria
 - Preparing quarterly grant reports
 - Producing documents and reports to agreed quality standards to support the wider business
 - Maintaining ISO 9001 & 14001 accreditation and liaising with the technical team in completing necessary documentation
 - Compiling and preparing documents for new grant applications
- Supporting Project Managers with administrative tasks and other duties
- Engaging with stakeholders to obtain signatures on project documentation

Candidate Experience

The company is seeking candidates with:

- Project coordination / support experience
- Experience of collaborative working between operation and technical teams
- The ability to work efficiently, multitask and be a team player
- Excellent written and verbal communication skills
- Highly proficient in all Microsoft programmes including MS Word, PowerPoint, Excel and Outlook and other desktop and data applications
- An enthusiasm for Xampla's mission of addressing plastic pollution, and an interest in sustainability
- An individual with a can-do attitude who thrives in a fast-paced environment
- Relevant skills learnt from working in a related scientific industry or a bachelor's degree in a related subject such as Chemistry or Biology would be beneficial, but not essential
- Previous experience with grant awarding bodies, particularly Innovate UK would be beneficial but not essential

Package

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