

Junior Office Assistant

Blueberry Therapeutics' vision is to bring high value, innovative medicines to the market that make a real difference to patients' lives. Our aim is to create safe, effective "nanomedicines" with which to treat a number of serious medical needs.

For more information about Blueberry Therapeutics Ltd, please see:
www.blueberrytherapeutics.com.

We are currently seeking an enthusiastic Junior Office Assistant to join our team.

Summary:

The Junior Office Assistant represents the company in a professional manner at all times and assists the Office Manager in the smooth running of the office by providing high quality administrative support. The Junior Office Assistant reports to the Office Manager and will also provide administrative support to the Blueberry team.

Tasks & responsibilities:

- Providing general administrative support to the Office Manager and to the wider team by scanning documents, filing etc
- Ensuring offices are maintained, e.g. arranging maintenance staff to clean office/carry out repairs
- Ordering office consumables
- Tracking employee information e.g. annual leave
- Organising team diaries and arranging meetings/business events
- Booking domestic and international travel, creating travel itineraries
- Managing electronic and paper filing systems
- Hosting visitors
- Attending training courses and conferences as required
- Other tasks as necessary to ensure the efficient day to day running of the business

Requirements:

- Educated to GCSE level including English, maths and science

You will also be asked to demonstrate that you have the following skills:

- Exceptional organisational skills
- A real team player
- Motivated and proactive
- Thorough, with a real eye for detail
- Good communication skills
- Computer literate – experience in MS Office packages such as Word, Powerpoint, Excel and Outlook an advantage, though training will be provided

To apply, send your CV and covering letter to susan.yau@blueberrytherapeutics.com

Salary: from £15,500 to £18,000 per annum dependant on experience. Closing date: 5/4/19