

## Job Description

<b>POSITION:</b>	Office Manager
<b>REPORTS TO:</b>	Financial Controller
<b>LOOKING FOR:</b>	<p>An enthusiastic, friendly individual who is looking to thrive in a fast paced, team focused environment.</p> <p>The individual will need to be able to work independently and pro-actively manage areas of responsibility, including managing office operations, organising people and information and HR administration.</p>
<b>KEY RESPONSIBILITIES:</b>	
<p><u>Office management</u></p> <ul style="list-style-type: none"> <li>• Answering the main office phone and directing calls as necessary</li> <li>• Collect and distribute daily post delivery, monitor the company inbox, replying and forwarding emails appropriately</li> <li>• Booking in visitors with security</li> <li>• Booking all conferences, taxis and other travel as requested by the R&amp;D team</li> <li>• Helping the Executive PA as required with meeting preparation including meet and greets, catering set up and clear up.</li> </ul> <p><u>Facility management</u></p> <ul style="list-style-type: none"> <li>• All required facility maintenance, ensuring high standard are met and upheld within the company</li> <li>• Manage all office resources including purchasing and stationery stock control</li> <li>• Identify and maintain all kitchen stock control including teas/coffees/milk</li> <li>• Ensuring all office operations and procedures are conducted in a timely and professional manner</li> <li>• Oversee all facility requirements with the support of service providers including H&amp;S requirements and Fire Safety</li> <li>• Liaising and participating in the Babraham tenant meetings and organising any ad hoc work on site as necessary.</li> </ul> <p><u>Supplier relationships</u></p> <ul style="list-style-type: none"> <li>• Professional communication when liaising with external companies and individuals</li> <li>• Maintaining the relationship with all third-party service providers, including mobile phone provider, milk deliveries, cleaning, printer maintenance, and coffee machine lease.</li> </ul> <p><u>HR administration</u></p> <ul style="list-style-type: none"> <li>• Organise, manage and record all recruitment including advertising and interviews keeping appropriate and accurate records</li> <li>• Ensure all staff have adequate training at induction and for continuing professional development</li> <li>• Communication of all HR matters to staff including the administration of company benefits</li> <li>• Co-ordinate probation and appraisal reviews in a timely manner</li> <li>• Record and maintain all holiday and sickness records.</li> </ul> <p><u>IT</u></p> <ul style="list-style-type: none"> <li>• Manage the IT support contractor including purchasing all IT hardware, software and licences</li> <li>• Assist with logging and monitoring IT issues for the Executive team.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Provide support as required by other members of the administration team which may include inputting invoices or organising meeting venues, etc</li> <li>• A wide range of <i>ad hoc</i> admin support such as management of business mobile phones, maintenance and development of the company website, filing and general office management duties, or any other matters as may reasonably be requested by the Finance Controller.</li> </ul>	

<b>JOB REQUIREMENTS:</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Previous office management experience required</li> <li>• Previous experience of working within a small company, biotech/pharmaceutical sector or technical research &amp; development would be an advantage but is not essential</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good numeracy and administrative skills</li> <li>• Proficient in the use of Excel and Word. Prior knowledge of Powerpoint an advantage</li> <li>• Working knowledge of printers/laptops/phones would be helpful</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Helpful, flexible, pro-active approach to work</li> <li>• A team focused attitude with a willingness to help as necessary</li> <li>• Friendly, hands on and approachable manner</li> <li>• Able to prioritise work whilst dealing with interruptions</li> </ul>

The above list is not exhaustive, and you may from time to time be asked to undertake other tasks deemed reasonable by your line manager, or other members of the Executive Team.

Crescendo Biologics reserves the right to review then line management structure of the company to ensure the current needs of the business continue to be met. Changes to line management will be communicated as soon as possible and affected employees will be consulted prior to any changes being made.