



Sales and Lease Administrator

Babraham Bioscience Technologies (BBT) is the company that manages and develops the Babraham Research Campus, and is responsible for the facilities management and commercial development of the site for the benefit of all the tenant companies including the Babraham Institute.

BBT is currently looking to recruit for a new position of Sales and Lease Administrator. This is an exciting opportunity for someone to become an integral member of a small, friendly team.

Responsibilities and duties:

Reporting to the Finance Manager the post holder will be responsible for the creation of Sales Invoices on SAGE 200 and the Administration of Lease Agreements, including inputting data into relevant business systems (such as SAGE 200 and the Facilities Management database).

Qualifications and experience:

The ideal candidate will be a passionate individual who is dedicated about delivering the best for customers. They will have previous accounts receivable experience coupled with excellent accuracy and attention to detail skills. Previous experience administering Agreements, Contracts, and/or Leases would be advantageous but not essential.

To apply please send your CV and covering letter outlining your salary expectations to: bbthr@babraham.co.uk

Closing date for applications: 27th January 2018