



Adrestia Therapeutics is an exciting, new and quickly developing biotechnology company that is systematically defining imbalances connected to various human genetic diseases and developing new ways to treat them. Fundamental to our science are precision cellular disease models and our innovative Disease Rebalancing, Target Discovery and Drug Discovery platforms.

As a consequence of our highly successful Series-A fundraising, we are now seeking to recruit a range of highly accomplished, dedicated, resourceful and team-oriented personnel to join us in our new facilities on the Babraham Research Campus near Cambridge, Europe's largest biotechnology cluster.

**Role: Senior Office Administrator**

We are looking to recruit a Senior Office Administrator to set up efficient administrative procedures and supervise daily support operations of our company.

You will be a highly motivated, experienced Office Administrator with excellent interpersonal and IT skills, with an eye for detail, and a "can do" attitude. Strong oral and written communication skills, organisational capabilities, ability to prioritise workload and ability to meet deadlines are also important. You will develop effective and efficient ways of working with the team to support all activities of the company. Your responsibilities will include managing correspondence, schedules of senior management, as well as recruitment. You will also organise meetings and events, prepare certain materials for them and ensure that accurate minutes and actions are taken.

We are looking for someone who is reliable, calm under pressure and able to thrive in a busy and invigorating work environment. You will act with tact and discretion, be proactive in response to new matters as they arise, and become a key member of a vibrant and growing team.

**Benefits**

We will offer a competitive salary and benefits package.

If you wish to apply for the position, please send your CV with a covering letter to [jobs@adrestia.com](mailto:jobs@adrestia.com).

The closing date for applications is 12 February 2021.

To comply with UK employment legislation, applicants for positions at Adrestia Therapeutics must have the right to work in the UK. In the event that a job offer is made, you will be required to provide evidence of your right to work in the UK before you commence employment with Adrestia.

All applications received will be managed in accordance with our Job Applicant Privacy Notice available to view on the Careers page of our website [www.adrestia.com](http://www.adrestia.com).

No agencies, thank you.