



The Glenn Berge Building, Babraham Research Campus,
Babraham, Cambridge CB22 3FH

Job Description; PART-TIME Student Placement - Administration Assistant

Date; 7 May 2021

Rev 1.2

NAME	
ROLE	Part-time Administration Assistant – up to 22 per week
REPORTING TO	Helen Armes
DESCRIPTION OF ROLE	<p>A work placement within the administration department undertaking the following tasks;</p> <p>Basic accounts inputting, coding and posting, filing Payment schedules (weekly) Filing MSDS inputting, chemicals list (info from the invoices processed above) Ordering goods – stationery, kitchen supplies Reception – booking in visitors, receiving goods / visitors / logging forms / Post and couriers Twice weekly water tests Answering telephones / taking messages Keep tidy office / kitchen areas /coffee machine Update training forms</p>
APTITUDE REQUIRED	<p>To be able to work flexibly within a small group and to provide back-up administration support to the science team</p> <p>Hands on approach with a proactive attitude Attention to detail Understand Microsoft packages; Word, Excel and Outlook Xero accounting would be nice but not essential</p>

QUALIFICATIONS	Minimum 2 x A Levels
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