



Administrator / Office Manager (Part-Time)

Organisation: Sense Biodetection Limited.

Location: Culham Science Centre, Oxfordshire, UK.

Job Title: Administrator / Office Manager (Part-Time).

Company: Sense is a molecular diagnostics start-up company developing handheld diagnostic tests in the fields of infections and oncology. The company applies its novel, proprietary technologies to discover and develop new assays and diagnostic tests for a range of clinical and research applications. Founded by an experienced leadership team, Sense has ambitious plans to grow from its strong foundations and become a leader in the field. The company is currently expanding having recently secured venture capital investment and consequently has an opening for an experienced administrator to support its research and management teams.

The Role and Responsibilities: This is an exciting opportunity for an experienced administrator to join an innovative start-up company and contribute to its development and growth. The role entails supporting the Company's directors and helping to ensure the efficient functioning of its research and development teams and its facilities by performing a wide range of general administrative support activities, such as processing invoices, organising meetings, making travel arrangements, filing, emailing, ordering etc.

Applicant: Sense is looking to recruit an experienced administrator / office manager with significant prior employment experience in a similar role. A graduate qualification is not essential. We are seeking a committed team player with the initiative, flexibility, drive and enthusiasm to achieve goals in a dynamic start-up environment.

To Apply: Please send your CV via email to careers@sense-bio.com. Applicants must have the right to work in the UK. Applications from recruitment consultants are not accepted.

Closing Date: 25th August 2017.