



## Administrator

### Job Summary:

An exciting opportunity has arisen within RoslinCT for an Administrator to join our expanding team to assist various departments with general administrative, secretarial and office responsibilities.

### Main Function:

The Administrator will report to the Office Manager and will support both our offices at Edinburgh BioQuarter and the expansion into a third site. As a member of the team you will be involved in all departments of the company providing administrative support and undertaking general office responsibilities.

### Specific Responsibilities

- General office duties, including filing, photocopying, scanning and archiving
- Maintaining good office practices
- Maintaining and updating filing and archiving systems
- Ordering stationery and maintaining stock levels
- Diary management
- Organising meetings and conferences
- Organising catering for meetings
- Booking attendance at conferences, travel and accommodation
- First point of contact for incoming calls to RoslinCT and fielding calls to the relevant person or department as appropriate
- Serve as the point of contact for communication with our IT support company
- Perform a 'concierge' function for the company
- Minute taking when required
- Meeting and greeting visitors as the face of RoslinCT and directing them appropriately whilst presenting a professional and organised image
- Assisting various departments with administrative tasks;
  - Finance Department: Supporting with purchase ledger, filing and uploading documents onto Xero, monthly credit card reconciliation.
  - Quality Assurance Department: Uploading documents onto Q-Pulse Document Control System and formatting documents where required.
  - Quality Control Department: Scanning, filing and archiving scientific data in accordance with strict guidelines and procedures.
  - Cell Therapy Development Department & Production Department; Ad hoc duties as required.
- Deputising for Office Manager in their absence

### Qualifications Required:

The post holder will have;

- Experience working in administration and general office responsibilities.
- Strong organisational skills

- Reliable with a business-like and discrete attitude to the work involved
- Computer literate in Microsoft Office with excellent typing skills

**Skills/Experience Required:**

The ideal candidate will also be/have:

- Careful and methodical with particular regard to attention to detail
- Capable of representing the company when dealing with suppliers and clients
- Level headed and able to work calmly in a busy environment
- Able to work to deadlines and be fluid in completing tasks
- Excellent attention to detail with a desire to continually develop and improve our processes
- The ability to work effectively within a small team
- Flexibility and enthusiasm
- Excellent communication and interpersonal skills
- Exceptional organisational and time management skills

**To apply, please send your CV, a covering letter with your salary expectation and confirmation you have the right to work in the UK to [jobs@roslinct.com](mailto:jobs@roslinct.com)**

**Salary:** Attractive Salary & Benefits

**Location:** Edinburgh and Lothian