

Office Manager

PredictImmune Limited, Cambridge, UK

The Company

PredictImmune was created in early 2017 as a spin-out from the Department of Medicine, University of Cambridge UK.

It is a new generation molecular diagnostics company offering a unique approach for the prognosis of immune-mediated diseases such as Inflammatory Bowel Disease, Lupus, Multiple Sclerosis etc.

PredictImmune is developing prognostic assays that are simple, robust and based on RT-PCR using whole blood samples and test methodology that is routine in clinical laboratories. We aim to be the first company to offer predictive tests in immune-mediated diseases which will facilitate personalised treatment and thereby improve patient outcomes and health economics.

PredictImmune will provide its proprietary technology as both a laboratory service and as a kit depending on the needs of global markets.

The Role

This role combines the position of a senior PA to the CEO and senior managers with that of the Office Manager.

Principal Duties and Responsibilities

Personal Assistant to CEO and senior managers – Arranges meetings, co-ordinates Board papers and meetings, diarizes appointments, makes travel arrangements, administration of expenses, takes

meeting minutes, deals with correspondence, assists with presentations.

Office manager – Initiates and maintains office services, organizes office operations and procedures, answers phones, greets visitors, books lunches, files documents, keeps office running, acts as point of contact with building management, management of stationary, maintains the holiday and sickness records.

Candidate Profile

- Previous experience in an administration role
- Proficiency with MS Office a must
- Outstanding organizational skills and ability to multi-task
- Must be proactive and to take the initiative
- Enjoys setting up new procedures and processes
- Team player, self-driven and able to work under pressure with a sense of urgency
- Good communication and interpersonal skills
- Strong attention to detail
- Clear and confident phone manners
- Experience in a start-up environment a strong plus
- Happy to take on ad hoc tasks outside of the day-to-day schedule
- Essential: Discretion and trustworthiness: you will often be party of confidential information; tact and diplomacy
- Positive attitude and fit in with a small and friendly team, and become an integral and important member of the team
- Someone who enjoys a varied and diverse role.