

**Operational Support Co-Ordinator  
Southwest Cambridge**

Based just seven miles southwest of Cambridge city centre, the Babraham Research Campus is considered to be the UK's leading campus to support early-stage bioscience enterprise. World class research and business come together to promote innovation and strengthen links between academia and the commercial world. **Babraham Bioscience Technologies (BBT)** is the company that manages and develops the Babraham Research Campus, and is responsible for the administration and commercial development of the site for the benefit of all the tenant companies including the Babraham Institute.

**BBT** is seeking to appoint an Operational Support Co-Ordinator. This is a permanent role within a busy and growing facilities management team. The role is to assist in the running of the Operational Support Helpdesk and Reception area. The successful candidate must be a self-confident individual who can use their own initiative to solve problems and someone who thrives in a busy office environment whilst maintaining excellent customer service.

We are looking for a customer-focused individual with exceptional interpersonal and administrative skills and a keen ability to prioritise a busy work schedule.

Previous experience of working on a facilities helpdesk would be an advantage. A basic understanding of facilities management and/or experience of operating a facilities management system is desirable.

Normal working hours are 37 hours a week between the hours of 08:00 to 17:00 Monday to Friday with a one hour unpaid lunch break.

*To apply please send your CV by email: [BBTHR@babraham.co.uk](mailto:BBTHR@babraham.co.uk), or by post: Babraham Bioscience Technologies Ltd, Babraham Research Campus, Cambridge CB22 3AT*

*Closing date for applications: Tuesday 28<sup>th</sup> November 2017*