



Talisman Therapeutics Office Administrator

Talisman Therapeutics Ltd is a cutting-edge drug discovery company based in Cambridge, UK. Building upon the world class knowledge and skills of its team, Talisman is committed to revolutionising the treatment of Alzheimer's disease by identifying novel drug therapies by using human stem cell models of dementia.

We are currently seeking an Office Administrator. This role will play an essential part in the smooth functioning of the organisation. The position will combine hands-on administrative tasks (such as managing visitors, reception of incoming calls, and dealing with day-to-day bookkeeping) with more specialised work (such as managing purchasing and providing support to HR processes). Full training will be provided. As the first point-of contact for Talisman, the candidate must be an effective communicator. As part of a growing team, the successful candidate must have a collaborative and collegiate approach to team working.

Key areas of responsibility:

- Managing incoming calls and visitors;
- Basic bookkeeping and maintenance of management accounts;
- Processing of invoices received;
- Receiving and processing deliveries;
- Management of office and lab purchasing;
- HR administrative support.

Skills and qualifications:

Essential qualifications are an undergraduate degree in any field, although a degree in the biological or physical sciences would be an advantage. The post requires a minimum of 2 years post-qualification administrative experience. Knowledge/experience of working in a biotech, technical or lab-based environment are desirable.

The role will be based at the Babraham Research Campus, Cambridge. Salary will be in the region of £20,000-£25,000 depending on experience. Should you wish to be considered for this position, please send a CV and covering letter to recruitment@talisman-therapeutics.com by Friday, 19th May at 12:00 noon.