

Administrative Assistant

Hours: 18 hrs per week, working pattern to be agreed.

Location: Office based with remote working as agreed from time to time

Reporting to: Company Secretary, Executive Assistant & HR Manager (combined role)

About OBN

OBN is the not-for-profit Membership organisation supporting and bringing together the UK's life sciences companies, corporate partners and investors. Our 400+ Member companies and wider network of 11,000 contacts are located throughout the UK & internationally and benefit from our events, networking, partnering, purchasing, training, advising and advocacy activities.

OBN have an exciting opportunity for an experienced administrator on a part-time basis, to provide a range of support services across our small, friendly and busy team of 12. This role would be **perfect for a return-to-work parent** who, after 2-3 years, would be looking to progressively increase their hours and responsibility, with the aim of succeeding their line manager, as they wind down towards retirement.

The key deliverable of the role are:

- Switchboard and distribution of incoming post (minimal)
- Maintaining the professional presentation of the office
- Arranging for necessary repairs to the office and organising periodic testing, e.g. PAT testing, fire extinguisher testing, etc.
- Ordering stationery and other consumables
- Liaising with the IT support provider to review hard/software quotes, scheduling necessary project work
- Working with suppliers to review and renew contracts, e.g. mobile phones, landlines, broadband, photocopier, etc.
- Reviewing and maintaining insurances (in liaison with your line manager)
- Updating/cleansing the database (training will be given)
- Taking minutes (non-Board)
- Providing administrative and project support as required across the team
- Assisting the events team at busy times, particularly in the lead-up to our flag-ship events, those being BioSeed, BioTrinity, BioForward and the annual Awards. This aspect of the role will be very hands-on and a real team player is required.

Technical skills:

- Excellent written and spoken English
- IT literate, to include familiarity of:
 - Familiarity of using a CRM database
 - Familiarity with MS Office (pref O365)

Personal skills:

- Good interpersonal skills
- Strong work ethic & proactive
- Collaborative / strong sense of team
- Highly organised
- Flexible
- Confident but personable, with a "down to Earth" attitude

Qualifications:

- Good level of general education
- Min. 2-year administrative experience

Five key skills:

- Excellent written and spoken English
- IT literate, with knowledge of MS Office
- Previous administrative experience
- Confident but personable, with a "down to Earth" attitude
- Strong work ethic & proactive

Remuneration & benefits

In addition to a competitive salary and participation in the company's discretionary bonus scheme:

- Auto-enrolment into the Company Pension scheme following 3 months' service (default contribution 9%, split equally between OBN and the employee)
- Life insurance cover of 3x salary from day 1
- Private medical insurance following successful completion of any probationary period
- 25 days (full-time equivalent) paid leave in addition to public holidays (1 additional day per year on achieving 5, 7 and 10 years' service)
- Hybrid working by arrangement
- Free car parking & access to electric charging points

To apply, please send your CV with a covering email, detailing your availability and salary expectations to recruitment@obn.org.uk