Office administrator Position

Background
Autifony is a cutting-edge biotech company dedicated to developing new medicines to treat CNS disorders by deploying its pioneering ion channel drug discovery platform. Since its formation in 2011, Autifony has delivered multiple candidate molecules into clinical development. The Company's clinical pipeline includes Kv3 modulators for Schizophrenia, Fragile X and rare epilepsy syndromes. Autifony's early-stage pipeline contains a range of ligand- and voltage-gated channels, including a particular interest in lysosomal targets, that are aligned with CNS indications such as epilepsy, neurodegeneration (Parkinson's, Alzheimer's disease), vascular dementia and lysosomal storage disorders.

Autifony is based at the Stevenage Bioscience Catalyst in the UK (www.autifony.com).

Requirement
Looking to expand its administration team, Autifony is seeking an experienced, highly motivated office administrator who will report into the head of HR and Operational support

This is a one-year contract.

Experience
- This person should have at least one years' experience working in an office environment
- Experience in performing administrative tasks
- Experienced in providing support to co workers
- Experience dealing with various admin matters

Responsibilities include
- Dealing with incoming and outgoing correspondence
- Electronic filing and archiving
- Creating and managing documents and spreadsheets
- Managing diaries for team members
- Scheduling meetings, taking minutes and helping to arrange conferences and events
- Organising couriers
- General HR admin, such as recording holiday
- Maintaining and ordering stationery and lab supplies
- Responsible for overseeing all internal meeting room bookings and coordinating meeting-room calendars
- Maintain a clear and tidy office
- Liaising with Autifony staff, external contractors, consultants, vendors and the Stevenage Bioscience Catalyst staff for administrative matters

Essential Skills
- Applicants must have good written and oral communication skills in English.
- A problem solver who has impeccable attention to detail

- Ability to work independently and as part of a team
- Proficient with office software such as word, Excel and PowerPoint.
- The ability to adapt to changing priorities and handle unexpected situations is important.

Qualifications

A biological sciences education or experience of working in a biotech or pharma environment would be an advantage, but not essential.

APPLICATION PROCESS:

For full consideration, please send a cover letter containing information regarding your research interests and a CV, to: info@autifony.com