

# Office Administrator (Mat Cover)

Fixed Term contract 9 Months

35 hour per week, Monday to Friday 9am – 5pm with 1 hour break

NIHR-National Biosample Centre (“UK Biocentre”), Milton Keynes

Salary £19,000 - £22,000 (depending on experience)

## Summary

This is an exciting opportunity to join an organisation at a key time of growth. If you enjoy working in a fast paced environment and love a challenge then we would like to hear from you. UK Biocentre are looking for an experienced Office Administrator to support the NIHR NBC Management team. The Office Administrator will provide administrative support, greet and direct visitors, answer and respond to calls and emails, preparing and raising Purchase Orders as and when required by the business. You will also provide some local HR support including creating new starter induction paperwork, co-ordinating inductions and training with various departments, recording sickness/absence on the HR system ensuring this is up to date at all times.

The successful candidate will be professional and approachable with impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanour.

## The Organisation

NIHR-National Biosample Centre was established in in Milton Keynes 2015 by the National Institute of Health Research (NIHR) as part of a national infrastructure to support UK Biomedical Sciences in the academic and commercial sector. It offer a suite of services to researchers involved in studies that collect and process samples from human subjects. These services enable existing studies to be undertaken more effectively and the scale of its operation enables new studies to begin that were not previously feasible or affordable. Having established its core infrastructure, NIHR-NBC is expanding the range of services it offers to the biomedical community.

**To succeed in this role you will need to have the following, skills, traits and knowledge:**

## PERSON SPECIFICATION:

### **ESSENTIAL CRITERIA:**

1. Minimum 2 years' experience in a similar administrative role.
2. Respect for confidentiality.
3. GCSE or equivalent in Maths and English
4. Ability to minute meetings and attend to follow-up actions.
5. The ideal person would have strong administration and planning skills and be well organised.
6. Excellent organisational skills and ability to multi-task and prioritise work effectively with minimal supervision.
7. Pro-active and able to work well on own initiative, whilst being a good team player.
8. Proficient working with IT systems; experience of MS Office (Excel, Word, Outlook).
9. Confident communicator with polite and professional attitude to work.
10. Ability to manage customer enquiries.
11. Willingness to work flexibly to meet business demands.

### **DESIRABLE CRITERIA:**

1. Previous experience in the use of financial software tools (SAGE, SAP etc).
2. Basic SHAREPOINT administration skills.
3. Basic Website administration skills.

Closing date for receipt of applications is **21<sup>st</sup> April 2019.**

For further information about NIHR NBC see [www.biocentre.com](http://www.biocentre.com)