**VACANCY – Office Manager/PA**

About Enhanc3D Genomics

Enhanc3D Genomics is a functional genomics spinout company from the [Babraham Institute](http://www.babraham.ac.uk/) (Cambridge, UK) leveraging a disruptive technology to profile three-dimensional (3D) genome folding at high resolution. Understanding DNA organisation and long-distance interactions allows to link gene enhancers and non-coding genetic variants to their target genes and holds promise to unlock disease-related genetics for therapeutic discovery.

<http://enhanc3dgenomics.com/>

Role Description

Enhanc3D Genomics is an innovative and dynamic company with diverse and highly engaged staff. We believe in fostering great teamwork to maximise our collective skills and experience. We are passionate about realising the power of 3D genomics by developing new cutting-edge technologies for therapeutic discoveries.

We are looking for a forward-thinking, enthusiastic, highly motivated **Office Manager/PA** to join the team. Enthusiasm and passion to deliver are key to this role. The ideal candidate will have experience of working in a fast-paced innovative environment.

You will be an organised and competent professional with exceptional interpersonal and communication skills, enabling you to successfully operate in a start-up business environment where confidentiality and discretion are of paramount importance. A can-do attitude is a must.

**Key** **accountabilities**

* PA for the CEO and Management team
* Managing company correspondence, including phone calls, emails, letters and packages
* Responsible for board arrangements: meetings, travelling and document packs
* Managing the reception area and receipt of deliveries
* Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations
* Organising and managing company events
* Identifying issues around the office and able to find a solution, whether that be IT or building
* Be first point of contact for the management of all associated office contracts, including cleaning, PAT testing and maintenance contracts; first point of contact with the landlord's management company
* Be a thought leader at Enhanc3D Genomics – predict future areas of growth/change and show how it can be applied to EG
* Developing, implementing and reviewing current processes for administration and improving/optimising them
* Work across departments and proactively engage in knowledge sharing and peer support
* Champion H&S and quality compliance within the team
* Flexibility to perform other duties which may be required

**Qualification and Skills**

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| Essential | Desirable |
| Excellent communication skills, both written and verbal | A social personality that contributes to an open, positive, collaborative working climate, and a strong desire for personal and professional development  |
| Outstanding organisational and time management skills | Proven experience of working in a fast-paced research-driven environment |
| Ability to manage changing priorities and fluid situations | An understanding of IP, quality standards |
| Knowledge of office management systems and procedures | Experience with office moves  |
| Proficient in Microsoft Office |  |
| Excellent oral and written communication skills  |  |
| Excellent organizational and record keeping skills |  |
| An understanding of health and safety practices and policies |  |

To apply for this position, please submit your CV and a covering letter to Ann Rone at arone@enhanc3dgenomics.com