

Position: Senior Administration Assistant to the Executive team

Location: Remote/Edinburgh/Manchester area/hybrid

Job Type: Full time

Salary: £22 to 27K per annum, based on experience

Cumulus Oncology (CO) is focused on the creation of a portfolio of oncology companies, striving to address areas of high unmet medical need and building value for our investors. Our mission is to identify exciting opportunities/novel assets at various stages of development, that can be accelerated towards the clinic, or advancing clinical stage assets. The company has an exceptional team, with a wealth of expertise in the Oncology sector. Two spin-out companies have already been established and with ambitious plans to create more, opportunities are under discussion.

This new role requires the provision of admin support to the Cumulus Executive team which will cover a wide variety of activities. The core team is currently comprised of 5 Senior Executives (CEO, COO, CFO, CBO and CSO) and other executives in the team, working under a virtual model, with Edinburgh as company HQ and intentions to set up a second base in the Manchester/Leeds area. The Exec team is further supported by 15 committed consultants who work from a range of European locations. To help us continue our important mission, we are looking for an individual who is motivated to work for a company with a strong sense of purpose and who can work flexibly and autonomously whilst remaining a central point of contact for our diversely located team. The person therefore needs to be both comfortable working from home and open to occasional travel in the UK for in-person meetings.

Responsibilities

- Diary management of the Senior Exec team and other Execs as required, coordinating with the wider team, organising meetings and appointments, including the scheduling of board meetings, strategy meetings and scientific advisory board meetings
- Booking and arranging travel, transport, and accommodation with the ability to figure out options and logistics for those arriving in to one destination from a range of locations
- Organising events and conferences for team members and booking ahead to ensure logistics are well considered in advance of the meetings taking place
- Taking concise and succinct meeting minutes where required
- Managing the central electronic filing systems to ensure the key legal documentation and tracking paperwork for corporate governance purposes are centrally stored

- Typing, compiling, and preparing reports, presentations and correspondence as required
- Uploading news updates to social media platforms and websites as required
- Facilitating press communications as required

Requirements

- 3yrs+ PA Experience
- Excellent written and verbal communication skills
- A knowledge of standard software packages including Excel, PowerPoint, and Word
- Excellent interpersonal and organisational skills and a strong attention to detail.
- Thrives on working in a team environment with a close-knit group of professionals united by a common mission
- Discretion and trustworthiness: You will sometimes be party to confidential information
- Flexibility, adaptability and skilled at multitasking
- Potentially some experience of writing press releases and using social media platforms (eg LinkedIn)
- The ability to be proactive and take the initiative
- Ability to work autonomously once a detailed brief for a piece of work has been given

If you are interested, we would love to hear from you.

Please upload your CV here:

Recruitment Genius Job Seekers - Senior Administration Assistant (Biotech)



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