



IOTA PHARMACEUTICALS

ADMINISTRATIVE AND SECRETARIAL SUPPORT

IOTA Pharmaceuticals is an expanding drug research and development company based in Cambridge, UK. We are seeking a part-time administrator to support the work of our Directors, and help us to build an effective administration for our company as it grows.

The role will include:

- Management of expenses and other financial matters
- Filing, including the creation of new filing systems
- Management of travel and accommodation
- Business contact management
- Audio transcription
- Client liaison

The successful applicant will have good IT skills, administrative experience, and a creative and independent approach to their work.

Experience with preparing scientific manuscripts for publication would be an advantage, as would experience of administering EU Horizon 2020 awards.

Our office is in central Cambridge (not St John's Innovation Centre). The applicant will be able to divide their time flexibly between the company's office, the laboratory setting, and their own home if needed.

The position offers a guaranteed 10 hours work per week at £20 per hour, with the possibility of expansion as the company grows. It is available immediately, and subject to a two month trial period, will be a permanent post.

Closing date for applications is Monday, February 20th.

For further information, or to apply, please send your application with a covering letter to jobs@iotapharma.com



IOTA Pharmaceuticals Ltd

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