



Job title: Office Manager
Reporting to: CEO and COO
Location: Science Creates, St Philips Central, Bristol, UK with flexibility for some working from home.
Hours of work: 0.5 FTE, flexible working around core office hours
Closing date: 06/06/2022
Benefits package: From £27,000 (Pro Rata), in-line with experience
Expected start date: Flexible

Company profile

[Rosa Biotech](#) is a UK SME working to develop novel technology for the detection of disease. We were spun out from the University of Bristol in 2019 by world-leading scientist Prof Dek Woolfson, and Rosa's COO, Dr Andy Boyce, and are backed by a team of experienced, high-profile business angels. We are based in the vibrant [Science Creates](#) deep-tech ecosystem in the heart of Bristol and operate a dedicated laboratory and office space at the St Philips incubator.

Job description

Rosa Biotech is growing our diverse team to accelerate the development of our technology to the clinic. We are looking for an enthusiastic and driven office manager to join us on this journey by supporting our scientific and commercial teams. The ideal candidate to fill this role will be an energetic team player possessing excellent communication skills and an ability to work with cross functional teams.

Roles and responsibilities

- Support the CEO, COO and wider team with administration, organisation, and diary management
- Liaise with board members and investors to organise company meetings and events
- Record minutes and actions at company meetings
- Support the R&D team with inventory management and purchasing of consumables
- Support bookkeeping, accounting and company record keeping
- Manage HR administration and recruitment
- Manage company IT requirements
- Manage company PR, website, and social media platforms

Person specifications

- A team player who can conduct themselves in a polite, respectable, and professional manner when dealing with others
- 2+ years' experience working in an office support/manager role
- Excellent communication and organisational skills

- Fluent in both written and spoken English
- Highly organised with an ability to prioritise varying work demands
- A good work ethic with an ability to work autonomously and intuitively
- Good computer literacy and ability to work with Google and MS Office Suites
- An ability to be able to work with and communicate with people working across all tiers of the company, and with external collaborators
- Willingness to work with confidential material and to operate with a high level of confidentiality
- An interest in working with a dynamic company rooted in the scientific community

Eligibility and expectations

In order to qualify for this position, you **must be** authorised to live and work in the UK. If you are applying from outside of the UK, you **must** state in your cover letter your right to work status e.g., UK citizen, EU Settlement Scheme, other.

Rosa has a COVID-19 risk assessment that is continuously updated to follow the latest Government and PHE advice and follow the safety restrictions in place at Science Creates. Most of the work will be undertaken within a shared office space at Science Creates, St Philips Central, Albert Road, Bristol, BS2 0XJ. In line with current guidelines surrounding social distancing and working from home, the overall work pattern will be fluid and we encourage blended working for the foreseeable future.

At Rosa Biotech, we value diversity. We are an equal opportunities employer and welcome employees who meet the job requirements, regardless of gender, ethnic origin, disability, age, religion or sexual orientation. You must have respect for others and a commitment and enthusiasm for high standards and continuous improvement.

Important information regarding your application

By making this application, you confirm your consent for Rosa Biotech to hold details of your application and associated personal information strictly for recruitment purposes. Rosa Biotech will keep all recruitment documentation for 12 months following the job position being filled. The successful candidates' recruitment documentation will be kept in accordance with Rosa Biotech's Internal Personal Data Policy.

If you wish for your information to be removed from our records before that date, please contact hr@rosabio.tech stating "Personal information removal request" in the title of your email or by writing to us at Rosa Biotech Limited, Albert Road, Bristol, BS2 0XJ.

How to apply

Please send your CV with a cover letter to: hr@rosabio.tech, including "Job application – Office Manager" in the subject line to apply for this role.

The deadline for application is 5 pm UK time, Monday 6th June 2022.