

Position: Personal Assistant to CEO
Location: Culham, Oxon
Salary: Competitive (DoE)



Neuro-Bio (www.neuro-bio.com) is a privately held biotech company taking a new approach to neurodegenerative disorders such as Alzheimer's disease. Building on 40 years of original research initially at Oxford University, and now based at the Culham Campus, Neuro-Bio is developing a test for early diagnosis of neuro-degenerative disorders along with a treatment that could halt the neurodegenerative process. You will be providing personal and PA support to the Founder and CEO, Baroness Susan Greenfield for at least 3 days/week, ideally starting time at 7.30 am.

What will the role involve?

- Diary management for the CEO's private and company accounts affairs
- Meeting coordination plus the drafting of supporting documents
- Invoice creation
- Effective communication handling, including contact with media, academics, politicians, agencies, HNWI and the public
- Filtering and prioritising incoming correspondence via email and post
- Call handling and accurate message taking as well as answering queries where possible
- Management of output and workflow deadlines
- Finalising/Proofreading PowerPoint presentations
- Updates to the CEO's personal website and LinkedIn account
- Regular travel coordination – hotels, flights, visa documentations and all other travel requirements
- Maintaining a comprehensive filing system and ensuring all supporting files and presentation material are available in support of the daily schedule
- Undertake any other duties as reasonably requested
- Working on-site mandatory

What's in it for you?

In addition to a very competitive salary dependent on experience, you will also receive a generous benefits package upon completion of a 1-month probation period.

There is also free parking onsite, so no need to worry about relying on public transport.

Who are we looking for?

- Two to three years expertise as EA.
- Exceptional written and oral communication skills, with a professional telephone manner and the ability to confidently communicate at all levels
- Someone who is personable, flexible, with a mature approach to working without supervision
- IT skills in Office365 packages such as Outlook, Word, Excel and PowerPoint. Knowledge of Xero would be helpful but not essential.
- Outstanding organisational skills with proven ability to work under pressure and to tight deadlines
- Exceptional standards with an eye for detail and accuracy
- Confidence in note taking with the ability to compose emails quickly and accurately with a sound command of English grammar and spelling
- Friendly, approachable, and well presented
- Discreet and able to treat all work and personal interactions with utmost confidentiality
- Enthusiastic, pro-active and confident, with the ability to maintain composure while working under pressure

Next steps:

If this opportunity inspires you and you'd like to be considered for interview, please contact Sara Garcia Ratés on sara.garciarates@neuro-bio.com.

First stage interviews are looking to be conducted ASAP with an immediate start date for the lucky candidate.

Owing to the urgency of getting someone into this role, we can't unfortunately consider anyone that is required to serve longer than a 1 month notice period