

Personal Assistant to Herchel Smith Professor of Biochemistry at the University of Cambridge, UK (Fixed Term)

DEPARTMENT/LOCATION: Department of Biochemistry, Central Cambridge, UK

SALARY: £23,067-£26,715*

REFERENCE: PH18414

CLOSING DATE: 18 December 2019

Applications are invited for a Personal Assistant in the Department of Biochemistry, University of Cambridge, UK, supporting the research group of Professor Jussi Taipale, Herchel Smith Professor of Biochemistry. The group includes both experimental biologists and computer scientists, and is currently composed of seven postdoctoral fellows.

The role requires the ability to communicate effectively with a wide range of people within the department, broader University and externally, particularly collaborators and funding bodies. Typical activities include the management and organization of international travel, expense administration, coordinating grant applications and subsequent reporting, letter writing and diary management. You will work closely with departmental administration teams including Human Resources, Finance and Procurement on behalf of the research group.

The successful applicant must have excellent communication and organizational skills and be used to working to tight deadlines with attention to detail. The ability to prioritize and plan your own workload independently is essential, in addition to being flexible and able to work on your own initiative within agreed boundaries. An interest in website design and content management would be desirable.

Ideally candidates will be educated to degree level (or equivalent) and have experience working as a PA. Previous experience of working in a higher education institution would be advantageous.

Fixed-term: The funds for this post are available for 2 years in the first instance.

*A higher salary may be available for exceptional candidates

To apply online for this vacancy and to view further information about the role, please visit:
<http://www.jobs.cam.ac.uk/job/20714>.

Informal enquires can be made by contacting Dr Minna Taipale, email: mt779@cam.ac.uk. For any enquiries relating to the application process, please contact the Biochemistry HR team; +44 1223 333617, email; personnel@bioc.cam.ac.uk.

Further information on the Taipale lab can be obtained at <https://www.bioc.cam.ac.uk/research/uto/taipale>

Please quote reference PH18414 on your application and in any correspondence about this vacancy.

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.