



**PHICO
THERAPEUTICS**

31st August 2018

**Administrative Assistant Required
Permanent position
Full/Part-time (school hours considered)**

Phico Therapeutics is a small biotechnology company focussing on new antibiotics based in Bourn, Cambridge. An Admin Assistant is required to provide support with general administration tasks including data input, meeting and travel organisation, reception and office facilities. You are an organised, flexible and motivated individual with good communication skills, who is able to maintain a calm, friendly and professional manner. You will have excellent literacy and numeracy, IT and secretarial skills, with up to date working knowledge of MSWord and Excel. Ability to multi-task and meet deadlines is essential.

Full and/or Part-time considered (school hours over 5 days). Car driver essential.

Salary: In the region of £23,000 p.a. dependent on experience (pro-rata part-time)

Please send your CV and covering letter to the Administration Manager, Phico Therapeutics Ltd - Email : phico.admin@phicotx.co.uk Website: www.phicotx.co.uk