

ViroCell - Job Description			
Job title	Personal Assistant	Primarily supporting	COO, CFO, VP Legal and the BDD team
Supervisory organisation	Executive Team	Grade	N/A
Job description summary (Primary responsibilities)	<p>The Personal Assistant role ensures effective support and assistance to some of ViroCell's Executive(s). This role is that of an organiser and problem solver, someone who is happy to take the initiative and can proactively support the objectives and goals of this senior group, the general ViroCell office wider team in select areas, alongside that of the two Executive Assistants. The role helps create a cohesive working environment and therefore will involve frequent collaboration with both internal staff and external organisations and in select areas our Board of Directors. The role also supports the maintenance of the office environment, acting as the point of contact with the buildings management team, and supports good office Health & Safety interacting with ViroCell's Health & Safety committee members. It will also provide support for HR i.e., arranging interviews, onboarding and offboarding as necessary on occasions.</p>		
Key Accountabilities			
Location	On-site / London		
Qualifications			
Degree	N/A	Field of study	N/A
Certifications	N/A		
Work Experience			
Area	Previous multi-senior level support, in a corporate or start-up environment	Level	Experience 5 years + PA/Office Management would be desired
Competencies and Behaviours			
Leadership	Display leadership skills where required, demonstrating both proactivity and the ability to react swiftly according to task. Managing others is not a part of this role.		

Driving results	Ensure that all tasks and projects are executed within established timelines. Positive and passionate support style for both the executives and wider teams that will be supporting in a start-up environment. Self-motivated and willing to accept temporary responsibilities outside of the initial job description.
Agility	Ability to think critically, and demonstrate a resolution-seeking, troubleshooting approach skillset. Ability to function efficiently and independently in a fast-paced, ever-changing environment. Adaptable to the needs of individual executives' workload patterns and as the wider company grows. Work with Executive Assistants on set projects or event planning.
Effective communication	Strong verbal/written communication and interpersonal skills are essential to this role. The ability to be able to converse with ease across all staff levels, board members, senior management and clients alike is required in an empathetic, professional manner. Demonstrates integrity, discretion, and confidentiality accordingly to the task, as necessary.
Issue resolution	Able to prioritise, raise, report, and resolve or track issues effectively and in a timely manner (including office facilities).
Collaboration	Strong collaboration culture ensuring effective working cross-functionally within ViroCell.
Accuracy and attention to detail	Committed to an accurate, right-first-time work approach, is particularly key given the nature of the executives' work and the deadlines that will be supported in this role.
Excel, Word, and PowerPoint skills	Spreadsheet skills are important, as work will relate to typing budgets and forecasts. DocuSign prior use or knowledge would be an advantage.
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- Manage diaries and planning of schedules for effective prioritisation
- Scheduling meetings across multiple diaries, booking meeting rooms and organising events alongside the London Executive Assistant where applicable
- Organising recruitment interviews and other external meetings
- Conference registration
- Management of business-related subscriptions or renewals
- Maintaining action lists with dates and updating the status as matters progress and supporting/coordinating projects
- Collaborating closely with supplier contacts

- Vetting sales enquiries and re-directing inbound calls and enquiries
- Research for NDAs/contracts (including looking at Companies House and websites for registered company information)
- Organise and manage Executives' and ViroCell team events, as and when required
- Collate and communicate on meeting agendas, taking minutes, and following up on actions arising when required
- E-filing and documentation preparation and management, including use of DocuSign
- Expenses reconciliation
- Booking business travel and accommodation for the individuals that this role will be supporting
- Monitoring and updating of databases
- Draft communication on Executive team members' behalf, when required
- Collate agendas for team meetings, take notes and follow up on actions
- Assist the Executive team with collating and drafting documents (PowerPoint, Excel, and Word) where needed
- Manage Executive team members inbox, if required
- Organise team members' travel, accommodations and visas if required
- Raise purchase requests and orders on behalf of the Company
- Cover for and support to the EAs. This may include managing the office environment, distributing occasional post to team members, acting as the interface with office managers, booking rooms, arranging meetings and interviews, ensuring adequate upkeep of workspaces etc.
- Any other ad-hoc support or tasks, as required

Experience, Knowledge, and Skills

Essential

- Previous experience as a personal assistant, supporting a number of senior team members in a busy corporate or start-up environment essential.
- Good command and proficiency in MS Outlook.

Desirable

- Previous experience in the day-to-day upkeep/maintenance of a busy office environment.
- Previous experience in the biotech/pharmaceuticals/healthcare space.

This job description has been developed based upon the expected and current duties, responsibilities, and requirements for the position. Job requirements are liable to evolve with the changing needs of the company, this job description is subject to change and may be modified in line with business requirements.

Please send us an email with your CV / resume to apply@virocell.com

Thank you!