



154B Brook Drive
Milton Park
Oxfordshire
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Job Title: Scientific Administrator

PsiOxus Therapeutics Ltd is an Oxford based biotechnology company developing novel cancer therapeutics with a particular current focus upon immunotherapeutic approaches. The company has a strong portfolio built upon a proprietary oncolytic virus technology platform. We currently have products in Phase I clinical development and an innovative pipeline of research stage and clinical candidates.

Reporting directly to the Chief Scientific Officer this is an exciting, newly created opportunity, for an experienced Administrator to support the scientific activities for our portfolio of research and development projects, as well as providing more general assistance to the company more broadly.

The Scientific Administrator will work closely with the CSO and his scientific team to ensure all activities are carried out efficiently with regard to time, cost and quality.

Key areas of responsibility will include, but are not limited to:

- Managing diaries and arranging meetings;
- Making travel, conference, event and hotel bookings;
- Preparing expense reports and timesheets for CSO, and checking timesheets of scientific team members as required before finalizing;
- Undertaking scientific information searches to support CSO and other scientific goals;
- Helping to manage scientific collaborations as required, by liaising with relevant people both externally and internally;
- Formatting and file management of scientific study reports, meetings, slides and other documentation as required;
- Providing support to lab supervisor, facilities and IT managers with respect to scientific team and laboratory needs as needed;
- Provide general administrative support to the company more broadly, liaising with the Exec PA (e.g. managing office supplies, handling/screening phone calls, post, reception duties);
- Any other key activities, as delegated, required to support the scientific team or company more broadly.

We are looking for an enthusiastic and highly motivated Administrator with experience and/or appreciation of scientific research either from a previous job role, or gained through higher education. Applicants must have a proven track record of strong administrative experience (at least 2 years) with a flexible “can do” attitude and common sense approach.

In order to be considered for this role applicants must have a clear, demonstrable team-oriented approach and have the ability to work independently as and when required. The ability to remain calm and manage multiple priorities in an organised manner is essential, as are excellent communication skills, both oral and written, together with the ability to build relationships with a wide range of individuals. An exceptional eye for detail/accuracy is required and a very good working knowledge of the MS Office suite of programs including Word, Excel, Outlook and Powerpoint is essential.

Please note that unless you specify in your email, all applications will be kept in our confidential company database in case future opportunities arise.



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In return we offer an attractive remuneration package including salary, pension, private healthcare and other benefits. To apply please send your CV along with a covering letter, briefly outlining why you believe you are the right candidate and details of your current salary, to: Julie Naish, HR Manager (julie.naish@psioxus.com) adding 'Scientific Administrator application' to the subject line of your email.

The closing date for applications is Friday 20 January 2017, however applications will be evaluated in the order that they are received. You are therefore encouraged to apply as soon as possible.

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