Grants & Office Administrator

Full-time
Based in Histon, Cambridge, UK

The Company of Biologists has an opening for a Grants & Office Administrator to support the delivery of the Company’s grants programme. This role is responsible for managing applications, responding to general enquiries, producing grants data and providing the Committees with administrative support.

Responsibilities will include:

- Acting as first point of contact for applicants, providing guidance and assistance where required.
- Main administrator of a bespoke Grants Portal which manages the various grants offered.
- Preparing papers for Committees and Grant reviewers
- Maintaining and monitoring budgets
- Communication of rejections and approvals, liaising with accounts in respect of payments
- Updating the Company website as required
- Monitoring receipts and return of unused funds
- Preparing annual reports of grants approved to assist the statutory audit process
- Meet and greet visitors, booking taxis and accepting deliveries
- In the absence of the Executive Assistant/Business Support Officer, being the point of contact for contractors and dealing with facility issues.
- Carry out regular fire alarm testing
- Managing the AV bookings and preparation of meeting rooms
- Managing stationary and domestic/cleaning supplies orders and recycling of ink cartridges and batteries.

What we are looking for:

- Experience in an administration or support role
- Experience of supporting a business process/system cycle from an administrative perspective
- Excellent IT skills in the Microsoft suite of programmes and willingness to learn and undertake training in other software packages
- Ability to work methodically and to strict deadlines, maintaining a high degree of accuracy and strong attention to detail
- Excellent communication skills, able to communicate clearly and effectively at all levels
- Excellent numerical skills
- Good organisational and time management skills with the ability to prioritise workload and multi-task
- A ‘can do’ approach to dealing with challenges
- A flexible, reliable attitude with good team working skills
- Able to work as a team as well as independently

This full-time role offers a competitive salary and benefits and is based in The Company of Biologists’ attractive modern offices on the outskirts of Cambridge, UK. Some homeworking might be possible.

The Company of Biologists (www.biologists.com) is a not-for-profit organisation that publishes three internationally renowned, established journals - Development, Journal of Cell Science and Journal of Experimental Biology - as well as two fully Open Access journals Disease Models & Mechanisms and Biology Open. The organisation has an active programme of charitable giving for the further advancement of biological research, including travelling fellowships for junior scientists and contributions to academic societies and conferences. In addition, the Company runs 6 annual international workshops for small groups and scientific meetings aligned to each of its major journals. This post is part of a new sustainability initiative recently launched by the Company and funds have been made available to adapt/develop and share new approaches to this increasingly important and much in demand field of sustainable conferencing.
The Company of Biologists is proud of its inclusive culture and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

Applicants should send a CV along with a covering letter that clearly states their relevant experience, current position, salary expectations and why they are enthusiastic about the post.

Please send applications by email to recruitment@biologists.com using the reference GRANTS2022. Closing date for applications 28 October 2022.