

PERSONAL ASSISTANT

LOCATION: Ely, Cambridgeshire

POSITION TYPE: Full-time, permanent

HOURS OF WORK: 0900-1700 Monday to Friday

SALARY: Up to £30,000 per annum (depending on experience)

UBIETY Technologies Limited is a spin-off from a well-established and UKRI designated Emerging Technology Developer firm in Cambridgeshire, which has been collaborating with the UK's leading research-intensive universities such as the University of Cambridge, University of Bath, University of Leeds as well as international institutions such as the University of Canterbury in New Zealand - to mention just a few.

Our current technologies are focused in five key areas:

1. Flow metrology for decarbonisation processes in the newly emerging CCUS industry applications, significantly contributing towards the global NetZero effort,
2. Medical Imaging using integrated tomographic technologies that are (nuclear) radiation free and portable compared to the bulky X-Ray, CT and MRI technologies,
3. Real-Time Process Monitoring using integrated electro-magnetic super-sensing technologies for pharmaceutical, food, chemical, and aerospace industries,
4. Defence and Security imaging applications using advanced Non-Invasive, Non-Intrusive, Non-nuclear, Portable, and Compact Tomographic Technologies that allows to "Weigh without Touching" and "See through without Opening".
5. Digital-Twins of our Products and Processes for various industrial applications through the power of Machine Learning (ML) and AI to deliver streamlined business of Product as a Hardware (PaaS), Product as a Service (PaaS) and Software as a Service (SaaS).

We are seeking a Personal Assistant. The role will focus on providing administrative support to the Managing Director & Technologist (MD&T) of the company. The PA will serve as point-of-contact between the MD&T and clients, screening and directing phone calls and distribute correspondence. Handling requests and queries appropriately.

Main duties include:

- be the first point of contact with people from both inside and outside the organisation.
- devise and maintain office systems, including data management and filing.
- arrange travel, visas and accommodation.
- screen phone calls, enquiries and requests, and handle them when appropriate.
- meet and greet visitors at all levels of seniority.
- organise and maintain diaries and make appointments.
- deal with incoming emails and post, corresponding on behalf of the MD if needed.
- carry out background research and present findings.
- produce documents, briefing papers, reports and presentations.
- analyse and process staff expenses and company credit card expenditure, reconcile petty cash and provide expenditure and income details to third party accountant for financial accounts.
- Provide third party accountant payroll details prior to pay run on a monthly basis; new starters, leavers, changes in salary and/or tax codes, changes in address as well as providing primary data input for payment system.
- organise and attend meetings and ensure the manager is well prepared for meetings.
- carry out regular stock checks and ensure replenishment of stationery, stamps, kitchen sundries and other supplies.
- liaise with clients, suppliers and other staff.
- always maintain confidentiality.

Indicative activities:

Daily Tasks:

- Agenda management such as setting up or re-scheduling meetings
- Finance-related administration such as processing/chasing/following up on invoices, liaising with our virtual finance office (VFO), etc.
- Email correspondence

Weekly/Monthly Tasks:

- Agenda and overview of outstanding items and actions
- SCRUM meetings – individual contributor and time-keeper / arranging any necessary follow-ups that emerge from said meetings
- SPRINT notes [Jira](#) (Friday PM)– Wes has been made project owner for the UBIETY SPRINTS project board
- Review and purchase of Stationary as needed
- Purchasing and collection of deliveries from Stores
- Preparing and coordinating UBIETY Process meetings with team and QHSE
- Preparing, collecting and submitting Timesheets to VFO (Friday PM)
- Approval of annual leave, absences, etc.
- Set up payments for approval
- Recruitment and interviews
- Coordinate / Facilitate Pizza Friday
- Personal Expenses Reconciliation
- Print Documents
- Watering Plant

Being familiar with the work environment and processes of an R&D and Product Development team of scientists and engineers is an advantage.

Qualifications

- Administrative experience and strong organizational skills as a Personal Assistant
- Proficiency in Microsoft Office and Google Suite
- Data entry and clerical experience
- Excellent phone etiquette and typing skills

We offer a modern, completely refurbished and spacious working environment with free staff parking, within walking distance to Ely rail station. Other benefits include 25 days annual leave (in addition to Bank Holidays), Contributory Auto-Enrolment Pension Scheme, Cycle to Work Scheme and optional healthcare.

To apply, please submit CV and covering letter to Victoria Tobin, Human Resources Manager, to recruitment@oghl.co.uk

Our Privacy Notice for Applicants can be found on our web site vacancies page at:
<http://www.oilandgasmeasurement.com/job-vacancies>

*****SORRY, NO AGENCIES PLEASE*****

All applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process, such as EU Passport, UK Residency Permit etc.