

Contact : Antoine Espinet – antoine@microfluidx.co.uk

Position Title: People & Office manager, 15-25 hours per week.

Location: Stevenage with some home working.

Reports to: CEO

About MicrofluidX:

MicrofluidX is developing life-science tools for cell therapies. Our tools enable faster development of these life-saving therapies from the lab to the people, and drastically reduces cost of manufacturing, making these therapies affordable.

Position Overview:

The People & Office manager (POM) is a critical role in ensuring the smooth running of the company. The POM is in charge of supporting people administratively and the company operationally, from furnishing an office to updating documentation. You will work directly with, and for, the CEO. This is a great opportunity for recent graduates or people looking for a part-time opportunity, with some working from home. Hours are flexible.

Responsibilities and duties:

- Administrative HR (incl. onboarding, contracts, payroll)
- Administrative accounting (invoicing, billing)
- Office management (ordering, managing office suppliers, organising, light cleaning)
- Documentation (updating, internal audits, writing simple documents)
- Special projects (market research, database compilation, presentation preparation)

Qualifications/Experience:

(Essential = E; Preferred = P)

(E) Very strong common sense

(E) Fast learner

(E) Detailed-oriented

(E) Extremely well organised

(E) Excellent Microsoft Office skills (Word + Excel)

(P) Experience using Xero, Google Drive

Salary: £28,000 full-time basis, prorated based on number of hours agreed