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**About IP Asset Ventures:**

IP Asset Ventures is an advisory practice specialising in the life science and healthcare sectors. Uniquely positioned at the interface of industry and academia, we provide rigorous and implementable advice to a diverse client base, spanning SMEs, tools and technologies companies, and life-science focussed investors.

**Position:**

- Senior Office Assistant

**Hours:**

- Both full time and part time applications (minimum 0.5 FTE) will be considered

**Start Date:**

- ASAP

**Location:**

- Oxford, UK

**Requirements:**

- Qualified at A level standard (or equivalent), with a minimum of GCSE English (or equivalent)
- Excellent written and verbal communication skills
- Flexible, organised, positive approach, including when taking on new tasks
- Experience of dealing with a wide range of people
- Proven experience of using Microsoft Office, including Outlook, Excel and Word, and ability to type rapidly (e.g. touch type)
- Attention to detail
- Ability to prioritise and to work under pressure
- A strong customer focus with an ability to work and communicate effectively within a small team
- Ability to provide support in the organisation of events and to make administrative arrangements
- Experience of working independently with minimal supervision

IPAV Limited, operating as IP Asset Ventures, Company Registration Number 07286598

**Preferred:**

- Education to degree level or equivalent
- Knowledge of medical and scientific terminology
- Experience in graphic or web design
- Project management experience

**Salary:**

- Competitive and commensurate with capabilities, responsibilities and experience
- Annual bonus (dependent on performance)

**Reporting to:**

- Senior Associate and Executive Officer

**Description:**

We are looking for a well-organised office assistant to provide assistance and support to the Senior Associate, as well as, when required, to the Executive Officer, and to assist in the smooth running of the IPAV office.

Duties will be wide-ranging and varied. The postholder must have a professional outlook, excellent written and verbal communication skills, and preferably also have experience in project management.

The successful candidate will be expected to take on the majority of the responsibilities outlined below upon commencing the role with minimal training. However, training will be provided for more specialist duties, and the opportunity for professional development will be presented in line with the needs of the successful candidate.

**Responsibilities/duties:**

- Provide a high level of administrative support to the Senior Associate and to the Executive Officer, ensuring that tasks are carried out in a timely manner
- Coordinate projects from an administrative perspective: ensuring on time delivery, tracking project progress and generally ensuring that engagements run smoothly
- Plan and organise your workload to ensure deadlines and objectives are met
- Help logistically in the organisation of scientific and client meetings
- Act as secretary, as required, to meetings, taking notes for circulation
- Generate and collate NDAs
- Contribute to the development of databases and searches for research and office purposes, including tracking NDAs and project progress
- Maintain filing systems, and manage the storage and access of data
- Assist the Associates in compiling time sheets and with expenses claims
- Creating Word templates
- Printing, photocopying, scanning
- New starter/visitor set up
- Ordering stationery
- Editing website

- Dealing with correspondence (emails, letters, phone calls) as requested by Senior Associates and the Executive Officer, taking action or drafting brief responses when appropriate
- Cover for the Executive Officer during periods of annual leave
- Undertake other duties as required that are commensurate with the grade and responsibilities of the post

**Applications:**

Please send a 1-2 page CV and accompanying cover letter to [Alison.Carter@ipasset.com](mailto:Alison.Carter@ipasset.com)

Interviews will be offered on a rolling basis until the position is filled. Promising applicants will be invited to interview at IP Asset Venture's offices in Oxford for at least one in-person interview.