



OPERATIONS ASSISTANT VACANCY JANUARY 2019

A fantastic opportunity has arisen for an operations assistant to join an exciting new project near Aberystwyth. Initially for a fixed term period to 30th June 2020, with potential to progress to a permanent contract, this full time position will be integral to the success of the project.

Investment of £40.5m has been secured from the European Regional Development Fund, the Biotechnology and Biological Sciences Research Council (BBSRC) and Aberystwyth University to build a new 3,500m² Campus at the Gogerddan site of Aberystwyth University, near the village of Bow Street. The Campus is planned as a regional focal point for companies and the university to work together to develop products and services and it represents a milestone in the development of local support for entrepreneurs, small companies and the further growth of innovation in Wales. The Campus will be fully operational in August 2020 and will include a Future Food Centre, a Biorefining Centre and an Analytical Science Centre. The various parts of the building will combine industrial primary processing through to highly controlled environments for materials preparation and analysis.

In return for high performance and delivery in the Operations Assistant role, we provide a starting salary of £19,000 per annum with excellent employee benefits, including 30 days annual leave, pension and a great environment to work in. Our ideal candidate will be a highly self-motivated, organised individual with excellent administration and communication skills who is a proven effective team player and will be able to demonstrate this at interview. Candidates will be able to demonstrate relevant experience which is essential to the role. Previous experience of working in operations, administration and/or financial management would be advantageous.

The Operations Assistant will be responsible for all day to day operational administration tasks, including the following:

- Organising internal and external meetings
- Taking meeting minutes
- Managing documentation (electronic and paper copies)
- Maintaining databases and online procurement systems
- Coordination of diaries for the CEO
- Liaison with building tenants co-located at the AIEC Offices
- Supporting marketing events
- General administration functions including answering telephone enquiries, printing, photocopying, creation and collation of materials and documents

A full job description is available by visiting <https://www.aberinnovation.com/en/working-with-us/jobs/>. To apply please send your CV with covering letter to julie@jghrsolutions.co.uk Closing date for applications is Wednesday 6th February 2019 and interviews will take place on February 18th 2019.