LifeArc is at an exciting point in its evolution. We have a new CEO and an updated vision. We are planning to increase our work as a charity to advance medical research so it can benefit patients.

We are pioneering new ways to turn great science into greater patient impact and do so by bringing together a network of partners to tackle specific diseases and by directly funding academic and early stage research.

Based at our Lynton House, London office, this is a front-line role working as part of a small facilities team. You’ll provide an efficient and professional reception service acting as first point of contact for visitors to LifeArc. In addition to this you will undertake general administration support to the wider teams.

**The Role**

Your day to day activities will include:

- **Day-to-day reception duties and to act as first point of contact for all visitors to LifeArc Lynton House, by meeting and greeting them, issuing visitor passes and ensuring they are correctly directed to their point of contact or meeting place**
- **Maintaining the central booking system records for corporate meeting rooms and service meeting requirements for refreshments, catering and clean up afterwards**
- **To provide assistance with use of AV equipment in all meeting rooms, liaising with IT as appropriately including being trained to a proficient level.**
- **Place purchase orders and monitor levels of stationery, catering, office supplies and other miscellaneous requirements for all departments at Lynton House.**
- **Provide efficient and effective administrative support to the Head of Facilities, Directors and their respective departments.**
- **Liaise with other administrators within LifeArc regarding company-wide activities and the provision of cover during periods of annual leave and sickness.**
- **Provide general administrative assistance/cover to other areas of LifeArc when required.**

**The ideal candidate**

You’ll be confident and have a professional and welcoming approach. You will also have the following skills:

- **Experience of working within a facilities management and reception/customer facing environment**
- **Excellent organisational and influencing skills**
- **Good working knowledge of Microsoft Office**
- **A high degree of accuracy and attention to detail**
- **Ability to work positively and enthusiastically with colleagues at all levels of the organisation.**
- **A “can do” positive attitude and proven ability to juggle and prioritise workloads**
Your salary will be determined by experience. In addition, LifeArc offers a defined contribution pension scheme, private health insurance, a flexible benefits scheme and 31 days paid holiday per year.

LifeArc is committed to the principles and practices of equal opportunities in employment and encouraging the establishment of a diverse workforce. This includes creating a culture that fully reflects its commitment to equal opportunities for all.

It is LifeArc’s policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion or belief.

**Closing date: 7th October 2019**