



CLYZ Labs
ACCURACY AT ITS BEST!

Research Office Administrator

CLYZ Labs Ltd

Location - Alderley Park with travel across the UK

Hours – part-time (0.5 FTE +)

Salary - £12,000 - £18,000 (pro-rata) per annum dependent upon experience

About CLYZ Labs

CLYZ Labs Ltd is a personalised cancer chemosensitivity testing service laboratory. The company is developing a 3D cell culture system to determine the most appropriate choice of chemotherapy for cancer patients. The company is initially focused upon development of a chemosensitivity test for lung cancer.

CLYZ Labs Ltd is headquartered at BioHUB at Alderley Park, which houses a range of companies in the biomedical, health & life science and chemistry sectors. Alderley Park is situated in leafy Cheshire with a pleasant working environment, great social facilities and activities for staff, and beautiful surrounding countryside. Alderley Park can be accessed by good road links and is close to Alderley Edge rail station, which is serviced by regular buses.

CLYZ Labs also has a laboratory facility at The Heath, Runcorn and travel to this site may be required.

Role

We are seeking a Research Office Administrator to support the company and research staff to deliver on their research objectives and to support smooth running of company operations.

The ideal candidate will have:

- Excellent communication and interpersonal skills,
- Basic accounting skills (e.g. generating purchase orders, invoices, etc)
- Good quality writing skills (in English)
- Familiar with the use of social media (eg facebook, twitter) for business purposes
- Familiar with company record keeping.

How to Apply

Submit a CV and Cover letter explaining why you would suit this role to

Zalak.Kataria@clyzlabs.co.uk