



PA to CEO

ABOUT RXCELERATE

The RxAccelerate group provides a platform for out-sourced drug discovery and development services and has a client base ranging from virtual biotech companies to multinational pharmaceutical companies. We design and deliver complete drug development programmes and project management for our clients from inception through to Phase II clinical studies.

This is an exciting time to join us as we continue to scale up to support our growing client base. Our numerous success stories speak for themselves as we have become the drug developer of choice for many of the UK's top venture backed biotech start-ups.

THE ROLE

An excellent opportunity has arisen for a Personal Assistant to support the Chief Executive Officer. This is a critical role for our scaling business and is offered on a hybrid working basis.

Main Responsibilities

- Diary management and administrative support to the CEO – act as first point of contact, liaison with internal and external stakeholders, scheduling meetings and appointments and travel arrangements as necessary
- Organising internal meetings e.g. Board meetings and monthly Senior Management Team meetings. Collate agenda items for the Senior Management Team meetings and attend to take minutes
- Assist the CEO in the preparation and collation of presentation materials
- Organisation of company events
- Prepare quarterly company newsletters, with support from the HR team

Skills/Requirements

- Previous EA/PA experience at a senior level (C-suite preferable)
- Experience in the pharmaceutical, biotechnology or life sciences sector is desirable although not essential
- Highly organised and self-motivated with the ability to multitask and prioritise workload
- Excellent attention to detail, high level of accuracy required in all work
- Maintain discretion and confidentiality at all times
- Excellent level of computer literacy

RxCelerate offers a competitive salary with an annual bonus scheme and company benefit package.

When applying for this role, please include a cover letter outlining how you meet the competencies described above. Interested applicants should send their cover letter and curriculum vitae in PDF format to careers@rxcelerate.com. Informal enquiries can also be directed to this email address. Only applicants based in the UK and EU need apply, as this role does not qualify for international sponsorship. No agencies please.