



Office manager / admin assistant

RareCan is an exciting, UK-based medtech startup aiming to improve the lives of people affected by rarer forms of cancer by accelerating research. We are looking for brave self-starters with a talent for getting things done and a strong customer focus. If you are determined to make a difference and want to get your sleeves rolled up in a fast-evolving startup, we look forward to hearing from you.

We are recruiting someone to support the administration and day to day running of the business, as well as to establish and maintain efficient systems for running back-office functions. This is a fantastic opportunity with the successful candidate joining a new business and new team with the ability to help influence decision making as the business grows.

Main Duties will include:

- Maintaining accurate financial and other company records
- Research locations and book all external meetings
- Support the Board by preparing Board Packs for the Monthly board meetings
- Book all travel and accommodation for the team when meeting
- Manage all team expenses
- Electronic filing
- Ensure all business receipts and invoices are submitted to the accounts team
- Take meeting minutes where required
- Support team with all administrative filing

Essential Skills required:

- Previous experience of administrative support
- Excellent communicator, both written and spoken
- Have a strong sense of empathy and a good listener
- Self starter and able to manage own workload
- Able to work individually and as part of a team
- Able to work without supervision for prolonged periods
- Confident and proficient IT user- including video conferencing
- Clear understanding of the importance of confidentiality

Desirable Skills required:

- An interest in cancer research
- An understanding of the journey a cancer patient may be on
- Educated to degree level
- A strong knowledge of the internet and technology
- Knowledge of health tech industry