

## Receptionist/Office Administrator

Job Reference: RA2019  
Posted: Jan 2019

Location: London, UK  
Weekly Hours: 40.0

### **The Company**

DNAe Group Holdings Ltd. is a medical technology company developing advanced genetic based diagnostic products, in particular, a test for blood infection that can lead to sepsis and other diseases. We have a highly diverse team working across two locations in London and San Diego. Our team is united in working towards creating a medical device that could potentially save millions of lives per year across the globe.

### **The Role**

This is a fantastic opportunity for a highly organised individual with great communication and administrative skills. The role is a mix of managing the Reception desk and getting involved in admin duties for the Operations team.

To excel in the role, the successful candidate must have thorough understanding of Microsoft Office package, i.e. Word, Excel, PowerPoint, Outlook and One Drive. The role will also require knowledge of shipments, imports, and audio and visual systems such as Skype, telephone conferencing systems and webinars. Main responsibilities as follows:

- To be the first point of contact for all guests and visitors to the building; to welcome them on arrival and to manage building access during business hours. To issue and log security passes to all guests and to direct to the appropriate person.
- Maintain office security by following safety procedures and controlling access via the reception.
- To answer, screen and forward all incoming phone calls; providing basic and accurate information in response to any general queries via telephone and email.
- Receive, sort and distribute the mail daily. Notify colleagues when parcels have arrived and need to be collected from Reception. Managing the courier deliveries and shipping process; which involves scheduling international shipments and ensure all shipments have the right customs documents

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- Track stocks of office supplies, coffee machine condiments, and place orders when necessary.
  - Responsible for the meeting rooms in all its entirety which includes but is not limited to overseeing the meeting room booking system, organising lunches, upkeep and general appearance of the rooms.
  - Regular collection and distribution of fresh kitchen supplies, ensuring order is adjusted dependent on use throughout the week.
  - Provide support to the Operations team by reporting and logging facilities defects.
  - Assist in the onboarding process for new employees. Schedule meetings and collate paperwork for our new starters.
  - General housekeeping around the building, keeping Reception and meeting room areas clean and tidy.

### **Person Specification**

The successful candidate needs to be organised, helpful and friendly, and will have exceptional communication skills having worked in a challenging time pressured environment. The candidate needs to be able to build effective relationships with a group of people from diverse disciplines and functions.

### **Qualifications & Experience**

Required:

- Proven work experience as a Receptionist, Office Administrator or similar role
- Excellent communication skills both verbal and written coupled with the ability to issue and follow oral and written instructions.
- Must be detail orientated and highly organized with excellent time management
- Proficient with Microsoft Office
- Ability to prioritise tasks
- Must be able to efficiently work independently and in a team. Be motivated to work on own as this role
- Strong administration and analytical skills

Desirable:

- High understanding on audio visual systems
- Experience using an Electronic Document Management System.



### **Location**

DNA Electronics is based in West London at White City, London, UK

### **Apply**

If you believe you meet the above criteria and would relish playing a key role in developing a revolutionary technology, we would be delighted to hear from you.

We offer a competitive compensation package to successful candidates.

Please email your CV and covering letter to: [careers@dnae.com](mailto:careers@dnae.com) quoting the **your name and the job title** in the subject line.

For more information about DNAe, please visit our website [www.dnae.com](http://www.dnae.com)

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