

**Key Details:**

Job Title: Personal Assistant
Location: Cambridge
Start Date: ASAP
Duration: Permanent
Salary: Competitive

About the company:

CorrosionRADAR (CR) is an innovative and fast-growing start-up. At CR we strive to be a global leader in remote sensing technologies and advanced analytic systems for smart infrastructures. CR's mission is to support asset owners and operators to have safe, reliable and cost-effective maintenance and inspection programs. The primary focus of the company is on the development of distributed monitoring systems for moisture and hidden corrosion (such as corrosion under insulation). Coupled with CR's predictive algorithms, CR's monitoring system aims to take a step towards an era of predictive rather than reactive maintenance programs. CR is an exciting business that is making a big impact in the field of continuous corrosion monitoring. We develop, manufacture and deliver ground-breaking wireless corrosion monitoring systems for the oil and gas industry. CR's high-calibre development team are working across a broad range of disciplines on research and development at the forefront of the industry. At their heart, they are a high-tech engineering company.

About the role:

Assisting the management team, the personal assistant will take on a variety of tasks for a number of employees including, but not limited to:

- managing diaries and organising meetings and appointments
- booking and arranging travel, transport and accommodation
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff, suppliers, contractors and clients
- collating and filing expenses
- bookkeeping
- office management
- must have the right to work in the UK

The role is flexible and can be undertaken part time or full time from 20 to 40 hours per week to suit the right candidate.

Training and Development

A career with CR offers an intellectually stimulating, varied and rewarding environment where you will form a key part of a high-calibre team. As a growing company, team members are regularly exposed to a diverse range of technical and commercial activities. We actively encourage cross functional working to understand the customer needs first hand.

Deadline

9th April 2018.

You must have the right to work in the UK.

How to Apply

Please email your CV and a covering letter detailing your skills and experience to: admin@corrosionradar.com