



Personal Assistant (PA)

Imanova Limited (part of Invicro LLC) is a translational imaging company located on the Hammersmith Hospital/ Imperial College London site in West London. Imanova operates a unique clinical imaging centre with state-of-the-art PET and MRI technology used to support of medical and pharmaceutical research.

The successful candidate will be responsible for:

- Providing administrative support to the Managing Director UK and the Senior Management team
- Providing administrative support to the Wider Management team as and when required
- Being the first point of contact for external queries
- Ensuring the smooth running of the office including coordination of meeting room bookings, refreshments, transport and travel requests, stationery etc.
- **Diary Management/Scheduling:**
Managing the MD's diary and scheduling and coordinating meetings for the MD and the Senior Management Team.
- **Corporate Activities**
Coordinating visits of Directors and Senior Management from Head Office
Booking frequent international travel and flights including visas and accommodation
Organising Corporate dinners for Senior Management
Liaison with US counterparts to coordinate cross-company communications and team events, as required
Assisting the MD with compilation of corporate documents and communications
- **Office Management**
Screening and transferring all incoming calls to the relevant department.
Directing all web enquiries to the relevant person.
Greeting visitors to the organization and providing them with the appropriate Imanova/Invicro marketing materials.
Coordinating meeting room bookings and arranging refreshments for meetings.
Maintaining office systems, including filing, data management etc.
Being the central point of contact for all transport bookings.
Selecting suppliers for travel/hotel bookings
Managing the Office budget ensuring all office supplies (including stationery) are replenished.
- **Financial Administration**
Administering expenses, credit card statements and invoices.
Providing administrative support to the Finance function on an ad hoc basis
- **Communications**
Ad hoc projects and tasks in line with candidate skillset when required.



Essential Experience required:

- Must be able to demonstrate solid previous administrative/PA/Executive Assistant experience
- Experience of diary management and booking of travel and accommodation
- Previous experience of working with senior management

Personal Characteristics and competencies

Candidate must have:

- Excellent IT skills including MS Word, Excel, PowerPoint and Outlook
- Excellent administrative skills with high levels of attention to detail
- Excellent verbal and written communication skills and ability to professionally represent the CEO
- Ability to organise and prioritise workload to successfully and effectively meet deadlines
- A proactive and 'can do' attitude and possesses the tenacity to effectively support the team
- A flexible, adaptable attitude and be a good team player with excellent people skills
- Confidence in dealing with people at all levels of seniority
- Excellent listening and questioning skills to ensure external stakeholders/visitors are dealt with appropriately
- Good multi-tasking skills and be highly organised
- Ability to work under pressure and demonstrate confidentiality when required.
- Tact, judgment and discretion in handling internal and external contacts and communications

To apply for this position please forward your CV and a covering letter detailing your relevant experience to recruitment@imanova.co.uk

Competitive Salary & Benefits

Bonus, Contributory Pension, PMI, Life Assurance & Flexible Benefits options

Imanova is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.