

OncoRes Medical

Inspired | Restless | Human | Visionary

OFFICE MANAGER / EXECUTIVE ASSISTANT

OncoRes Medical was founded at the intersection of medicine, science and humanity to improve the accuracy of breast conserving surgery and eliminate the physical, psychological and economic burdens associated with repeat operations.

Our unique, informal culture champions vision, restlessness and humanity. Knowing we have an open and supportive team means each of us has the freedom to take responsibility and ownership. We have a shared passion to work restlessly, pioneering change to re-imagine the world, whilst remaining grounded in our commitment to science and quality.

Our passion for helping patients focusses us on the patient. We believe that all breast cancer patients deserve the opportunity to move beyond their breast cancer surgery knowing that all the cancer has been removed, the first time. In everything we do, we are thinking about how we can inch closer to a world free from re-excisions... We are going BEYOND BREAST CANCER.

Overview:

The Office Manager/Executive Assistant is an integral role within the organisation, closely supporting the CEO and executive team, managing the OncoRes office and premises as well as providing administrative support to the wider OncoRes team. This is a highly varied role in a fast-paced, quickly changing environment. You will have a proactive, solution-focused, can-do attitude, an ability to interact with a diverse team, all the while maintaining an upbeat approachable personality. This is a unique opportunity to get involved in a rapidly growing company with significant growth and development opportunities for the right candidate.

Responsibilities:

- Work directly with the CEO to support all aspects of her daily work routine. This may include assisting with preparation for meetings, scheduling meetings and appointments and assisting in triaging emails to ensure timely responses and prioritisation of requests.
- Coordinate board meetings including scheduling and distribution of relevant paperwork. This may involve travel and room bookings, as well as catering.
- Maintain the office and working environment ensuring that everything runs smoothly, including ordering provisions, stationary & stock, and managing cleaning, repairs and improvements.
- Liaise with real estate agent & other external providers & suppliers.
- Maintain documentation including scanning and filing legal & financial paperwork.
- Serve as a primary point of contact for the company DHL account, including but not limited to services for laboratory testing.
- Manage bookings for all staff needs. This may include travel, accommodation bookings, technical course bookings, conferences, or safety meetings.

- Champion our unique culture and making sure our environments reflect that through attitude, involvement and presence.

Experience:

- Experience as an office manager or executive assistant is highly desirable.
- Experience in a similar role in a growing company or start-up environment would be viewed very favourably.
- Task oriented: demonstrated ability to manage a variety of tasks and responsibilities; plan, prioritise, and coordinate the completion of deliverables and tasks, must be highly flexible, and be willing to take initiative.
- Communication skills: ability to effectively communicate through written and verbal means including note taking or taking minutes. Ability to write draft emails/ letters to CEOs specifications
- Emotional Intelligence: Harness the ability to interact with all levels of hierarchy, pre-empt situations ahead of time & have a gauge on colleagues / office environment.
- Professional: ability to remain professional and positive in all personal interactions, and provide an example of good work ethic, a willingness to help, and personal discipline in achieving goals
- Candidates must have the right to work in Perth, Australia.

Benefits:

- Comprehensive and competitive remuneration packaging including access to the employee stock ownership plan and phone allowance.
- A flexible and fun workplace where we understand that your life is more than your job.
- A rare opportunity to work closely alongside world class colleagues and mentors with many years' experience in all aspects of medical device development and commercialisation.
- Our team share a passion to work collaboratively, where every voice is heard, and your professional development is a high priority.

OncoRes is committed to building and fostering an inclusive, diverse workplace. We believe the differing perspectives and experiences each of us brings inevitably increases innovation and teamwork, flowing into positive tangible outcomes.

To Apply:

Please submit a cover letter and CV addressed to Dr Simon Graindorge (COO)

careers@oncoresmedical.com