

Title: MoA Technology Ltd. Job Description

Position: Office Assistant

Position Type:

Full Time

Salary:

Competitive

Location:

Oxford Science Park, Oxford UK

Company:

MoA Technology Limited is an innovative and rapidly growing R&D crop protection company. At MoA Technology our mission is to find the new generation of safe and effective herbicides to help farmers produce high quality food for all. To this aim, we have assembled a team of passionate and talented scientists, technicians and operational staff, who respectively design, use and support the use of disruptive technologies that de-risk the herbicide discovery process and favour the development of sustainable crop protection products.

As an organisation, we believe that collectively leveraging our technologies and products for impact goes together with enabling our dedicated staff to fulfil their individual potential.

We value collaborative endeavours, evidence-based decision making and resourcefulness.

Role and responsibilities:

We are looking for someone to join the Operations / Finance team as an office assistant and help to provide administrative and clerical support to the other members of the team in order to maintain an efficient office environment. This is a fantastic opportunity for an enthusiastic individual to join a rapidly-growing business.

You will be flexible and reliable and able to work as part of a friendly team as well as on your own initiative. You will report to the Office Operations Manager but will split your time 60 / 40 between the Operations and Finance team.

Main Job and Responsibilities

- Scanning, photocopying and filing documents
- Help to arrange for meetings by reserving rooms and securing refreshments
- Maintaining office equipment like copiers for smooth office functionality
- Receiving clients when they arrive
- Compiling data upon request
- Opening, sorting and distributing mail
- Assist in scheduling travel arrangements for staff

- Assist with event planning and implementation
- Creating, editing and updating spreadsheets
- Preparing meeting minutes
- Various accounting duties, including raising purchase orders.
- Coordinate messenger and courier services
- Process invoices
- Maintaining the Finance inbox
- Generate POs in Xero and send to suppliers
- PO maintenance
- Add and update Xero contacts
- Xero maintenance
- Expenses claims
- Deal with Supplier queries
- Purchase ledger file maintenance
- Assist with credit card reconciliation

Candidate profile:

Education and experience:

The post-holder will have:

3 GCSEs grade C or above (must include English and Maths)

Competent computer skills including MS Office and general computer operations

Previous office experience is preferable but not essential as this may also be an entry level role and may suit someone on an apprenticeship.

Key behaviour:

1. You work autonomously and proactively.
2. You take energy from working with a dynamic teams and people from diverse backgrounds.
3. You actively listen and effectively communicate topics.
4. You advocate, leading by example, evidence-based decision-making processes.
5. You meet deadlines, demonstrating awareness of realistic time requirements for yourself and the team you support.
6. You are motivated, resilient, and organised.
7. You are keen to evolve with the changing needs of the business on a rapid growth trajectory.
8. You record and circulate minutes of meetings critical to the smooth running of the operations.
9. You adhere to company work hours, policies, and standard business etiquette.

Job requirements:

MoA-Technology is strongly committed to the safety of their employees and in the current COVID-19 climate, have taken measures that enable the post-holder to work from the site of operation as and when required by the role.

The role is primarily based at our Oxford office of operations, and means to commute to the Oxford Science Park is a job requirement.

Eligibility:

Must be legally able to live and work in the UK.

How to apply:

Please send a CV and cover letter to hr@moa-technology.com