
Job Title:	Executive Support Officer
Reports to job title:	Leadership Team
Department	Exec
Location:	Hybrid/Remote
Salary:	£28,000 - £30,000

About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech centres.

Utilising our UK-wide assets, world-class facilities, and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe. It benefits the whole supply chain, the UK economy, and beyond.

We offer a complete life cycle of support, driving Agri-Tech innovation and adoption through world-class facilities, expert knowledge and business support to accelerate progress.

We strengthen the connections between science, business, and funders to accelerate research and development, tackling the industry's most critical challenges, such as climate change, labour availability, disease mitigation and environmental sustainability.

Job Purpose

The Executive Support Officer will provide administrative support to three industry directors. The role ensures efficient coordination of daily activities, effective communication with internal and external stakeholders, and the management of key information.

With a beneficial scientific background, the administrator will assist in handling technical documents, preparing reports, and supporting directors in decision-making processes, contributing to the overall success of innovation-driven initiatives.

Main Duties

- Provide comprehensive administrative support to three directors, ensuring seamless coordination and efficient daily operations.
- Manage complex calendars, schedule high-priority meetings, and coordinate travel arrangements, including domestic and international itineraries.
- Act as a liaison between directors and internal/external stakeholders, including industry partners, research institutions, and clients.
- Prepare, edit, and review reports, presentations, and documents, ensuring accuracy
- Organise meetings, attending if required, taking minutes and following up on action points to ensure timely execution.

JOB DESCRIPTION

- Process and reconcile directors' expenses, ensuring timely submission and compliance with company policies, and maintain accurate financial records.
- Prepare and track expense reports, including credit card reconciliations and travel-related expenditures, ensuring budget alignment and approval processes are followed.
- Handle confidential information with discretion and maintain high professionalism at all times.

Qualifications, Skills and Experience

- A degree in bioscience, agri-tech, agriculture or related field.
- Proven experience in an executive administrative role, preferably supporting senior leadership in a science-driven or innovation-focused organisation.
- Excellent organisational skills, with the ability to prioritise multiple tasks and meet deadlines in a fast-paced environment.
- High attention to detail and accuracy in handling data and reports.
- Strong written and verbal communication skills, with experience drafting professional documents and presentations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other project management tools.
- Ability to work independently, anticipate needs, and provide proactive support to the directors.
- Familiarity with scientific research processes, technology trends, and innovation in the agri-tech sector is highly desirable.

Additional Information

Some travel may be required.

To apply please follow this [link](#) and complete a short registration on our internal recruitment portal.

Closing date is 9 Oct 2024.