

### Operations Executive – Vacancy

An exciting opportunity has arisen for an enthusiastic, customer-focussed team member to join us at AberInnovation. This post is full time (37.5hrs a week), with working hours 8am-4pm on-site. The post holder will be integral to the impact and success of the Campus facilities and to the growth of our work with businesses and academic innovators. We are looking for a self-starter with a 'can do' approach!

AberInnovation is a state-of-the-art 3,500m<sup>2</sup> facility at the Gogerddan site of Aberystwyth University, near the new Bow Street train station. We have been supported by investments from the European Regional Development Fund, the UKRI Biotechnology and Biological Sciences Research Council and Aberystwyth University. AberInnovation is a focal point for businesses and Aberystwyth University to work together to develop new products and services. The facilities include a Future Food Centre, a Biorefining Centre and an Advanced Analysis Centre, and are designed as a 'first of their kind' capability for testing innovations to combat food insecurity and improve our circular economy.

In return for high performance and delivery we will provide a starting salary of £25,000 per annum with excellent employee benefits, including 30 days annual leave (plus bank holidays and an extra day off for your birthday), work based pension, free onsite parking, free coffee/tea and a dynamic environment to work in. Our ideal candidate will be a self-motivated, confident and organised individual who will enjoy delivering a high standard of work in a collaborative environment. Candidates will need to demonstrate at interview that they are aware of what excellent customer service requires, that they are organised and possess exemplary communication skills.

The Operations Assistant will be responsible for all day to day front of house operational tasks, including the following:

- Welcoming visitors to the Campus at our front desk, signposting and responding to enquiries
- Co-ordinating meeting room hire and associated hospitality
- Supporting our marketing activities, specifically the start to end delivery of in person events on and off site and videography/photography tasks
- Recording facilities usage by academic and industry clients, maintaining a database and reporting facilities usage data periodically
- Liaison with tenants in the AberInnovation incubator building and supporting their office and laboratory usage
- General administration duties including liaison with Aberystwyth University colleagues, answering telephone enquiries, printing, photocopying, creation and collation of documents

A full job description is available by visiting <https://aberinnovation.com/working-with-us/vacancies>. To apply please send your CV with covering letter and completed Equality, Diversity and Inclusivity form to [julie@jghrsolutions.co.uk](mailto:julie@jghrsolutions.co.uk). Closing date for applications is Friday 6<sup>th</sup> September 2024 at 5pm and interviews will take place on 11<sup>th</sup> September 2024.