



**MedCell Bioscience Ltd** is an innovative healthcare company dedicated to developing new musculoskeletal regenerative medicine technologies.



**Office Administrator**  
**Salary c£18-22k dependent on experience**

**VetCell Bioscience Ltd** (a wholly owned subsidiary of MedCell Bioscience Ltd) investigates, develops and commercialises new technologies for veterinary use.

The position requires excellent communication skills with the ability to multi-task, work to deadlines and to be able to prioritize. The successful candidate will be expected to take responsibility, be self motivated and work flexibly within the small team.

You will work closely with the Chief Operating Officer and the Accountant, covering a range of office administration duties whilst ensuring maintenance of the Company's high standards.

The successful candidate will have good IT skills and demonstrate proficiency in using MS office.

Duties will include

- Communicating with clients (veterinary practices)
- Coordinating and liaising with outsourced services
- Office administration
- Support for sales staff
- Database management

If you are interested in applying for this position please forward your CV to Fiona Cunningham , [fcunnington@vetcell.com](mailto:fcunnington@vetcell.com) . If would like to know more about the job role do not hesitate to contact Fiona on 01223 911981.

Further information about MedCell Bioscience Ltd & VetCell can be found on our website at [www.medcell.com](http://www.medcell.com).

**This is for short term position with the possibility of an extended contract.**