
Job Description: Office Coordinator

About us

RQ Biotechnology Ltd is a UK-based virology company whose mission is to discover and develop long-acting monoclonal antibodies (LAABs) against seasonal influenza with the goal of providing immediate, powerful and long-lasting protection against the risk of severe viral disease. We have recently initiated pre-clinical development of our product candidate and are advancing research on a next generation product pipeline in parallel.

About the role

The Office Coordinator plays a central role in ensuring the smooth day-to-day operation of RQ Bio by providing operational, administrative and organisational support across the business. Reporting to the Corporate Services Manager, the role is responsible for coordinating a broad range of business operations, including office administration, facilities, meetings and events, travel, logistics and cross-functional operational activities, while also providing support to the leadership team.

Working closely with the leadership team, laboratory staff, external suppliers and other stakeholders, the Office Coordinator helps ensure that business operations are delivered efficiently, professionally and in line with company policies. The role requires excellent organisational skills, strong attention to detail, and the ability to manage multiple priorities in a fast-paced, collaborative biotechnology environment. A proactive and solutions-focused approach is essential, together with a commitment to continuously improving processes and supporting the effective operation of the business.

Role profile

- Support the day-to-day management of the office and laboratory facilities by coordinating maintenance, engineer and contractor visits, liaising with Facilities and ensuring operational issues are resolved promptly and effectively.
- Assist with visitor management, ensuring guests are welcomed professionally and meeting arrangements are coordinated effectively.
- Provide proactive administrative support to the leadership team by managing and coordinating diaries as required, arranging domestic and international travel, preparing presentations, reports and meeting materials, and ensuring the efficient delivery of day-to-day leadership activities.
- Manage leadership team expenses, ensuring timely and accurate preparation and submission of expense claims.
- Provide administrative support for contract management activities, including maintaining contract management systems, coordinating agreement execution, supporting supplier onboarding, managing documentation and tracking contract renewals.

- Provide administrative support to the wider team, including organising meetings, booking travel, coordinating conference registrations and supporting other business activities as required.
- Coordinate meeting room bookings and virtual meetings, ensuring facilities, technology and meeting materials are prepared in advance.
- Organise domestic and international shipments and other logistics services on behalf of the laboratory team, liaising with external providers as required.
- Ensure the effective implementation and continuous improvement of the Company's Health & Safety practices, maintaining compliance with statutory requirements, coordinating risk assessments, training, and incident reporting.
- Support company events, workshops and off-site meetings, including venue bookings, catering and logistics.
- Undertake additional administrative, operational and project support activities as required to support the efficient running of the business.
- Maintain accurate administrative records and documentation, ensuring confidentiality and compliance with company policies.
- Identify opportunities to improve administrative processes and contribute to the continuous development of efficient office operations.
- Foster a collaborative and positive working environment through effective communication and support across all functions.

Essential skills and experience

- At least three years of previous experience in an Executive Assistant, Personal Assistant, Team Assistant or Office Coordinator role, ideally within biotechnology, pharmaceuticals, healthcare or another fast-paced professional environment.
- Proven experience managing complex diaries and coordinating domestic and international travel.
- Experience managing expenses and supporting senior leadership teams.
- Excellent organisational skills with the ability to prioritise competing demands and work independently.
- Strong attention to detail and a high level of accuracy.
- Excellent written and verbal communication skills with the ability to build effective working relationships across all levels of the organisation.
- Proficiency with Microsoft Office applications, including Outlook, Word, Excel and PowerPoint.
- A proactive, flexible and collaborative approach with a willingness to support a broad range of business activities.
- Ability to handle confidential information with discretion and professionalism.

Desirable skills and experience

- Previous experience within a biotechnology, pharmaceutical or scientific organisation.
- Experience coordinating international travel, including visa applications.
- Experience supporting laboratory or scientific teams.
- Familiarity with expense management and travel booking systems.
- Experience organising company events and external meetings.

Working arrangements and benefits

- This is an office-based role requiring four days per week on site at our West London office and laboratories, with the opportunity to work from home one day per week, subject to business requirements.
- Occasional travel and after-hours work may be required, particularly when working with international partners.
- We offer a competitive salary, commensurate with qualifications and experience, and a benefits package including pension and health insurance.
- Candidates must have the right to work in the UK, or eligibility to obtain it.

To apply, please email your CV and brief cover note to careers@rqbiotechnology.com quoting reference **RQ2606**.

Our Candidate Privacy Notice can be found on the careers section of our website.