

Office Assistant

London, UK

Permanent

£22,000 - £24,000 per annum

Who we are

At iPLATO we are more than a tech company. We are revolutionising the health care industry. We are committed to delivering powerful digital solutions that improve lives and to have fun while doing it. Serving millions of patients and thousands of healthcare professionals every day we are a leader in Health Tech. Across this network our digital solutions enable data driven patient engagement, personalised online consultation powered by machine learning and patient support to people living with diabetes, hypertension and epilepsy. Our aim is to connect patients and transform healthcare.

About the role:

Supporting a busy office in the heart of London and assisting with various projects in Finance, Health & Safety and Office Management.

Reporting to Finance and Office Manager, the main responsibilities will be to:

- Deal with correspondence, complaints and queries
- Organise anniversaries gifts and cards
- Assist with building management such as ad hoc problem solving (plumbing etc)
- Liaise with staff, suppliers and clients (phone and emails in person) when necessary, negotiate contracts
- Order supplies such as food, stationery, IT and H&S
- Assist with organising meetings and scheduling appointments for staff and directors
- Assist with Fire Risk and Health & Safety

- Assist with mobile phone contracts & dealing with Ring Central or another phone company
- Assist with office refurbishment and decoration works
- Deal with post and couriers
- Book travel & accommodation
- Maintain and update databases and files
- Assist with swipe cards and security
- Maintain tidiness in the office and kitchen
- Assist with finance queries and documents' processing when required
- Assist with data entry – Finance & Sales systems
- Deal with general office admin duties

What we are looking for:

Essential:

- Good interpersonal skills
- Ability to work efficiently to meet deadlines
- Good team player who also works autonomously
- IT literate
- Detail orientated and a quick learner
- Excellent written and verbal communication skills
- Proactive and self-sufficient
- Good MS office skills
- Advanced use of Excel
- Exceptional attention to detail
- Willingness to participate in accounting data input and analysis

Above all, we want someone that shares our core principles. These are:

- We are Patient Centred
- We can be Trusted
- We can Deliver Quality
- We are Passionate

- We aim High

What we offer

- An annual individual training budget of up to £1000 linked to your objectives for your role
- 25 days holiday plus bank holidays
- Company Share Option scheme and travel loan after probation is passed
- An amazing team and fun social calendar
- An opportunity for career development

No agencies

If you are looking to make a difference and help transform the healthcare industry, please forward your CV and covering letter to careers@iplato.com ensuring that you write in the subject field “**Office Assistant.**”

By applying to this role you are confirming you have read and agree to our privacy notice which can be found [here](#). If you have not heard within 2 weeks of application, please presume you have not been successful.