

OXFORD SIGMA JOB DESCRIPTION

01/12/2021

JOB TITLE:	Administrator
JOB LOCATION:	Harwell Science & Innovation Campus, Oxfordshire, UK
HOURS:	Part-time
SALARY:	Competitive
JOB REFERENCE:	OS-JA-ADMIN-01-V1

1. COMPANY DESCRIPTION

About Oxford Sigma (OS): Oxford Sigma is a research and development company that seeks out novel and innovative nuclear technologies that could have the potential to become disruptive technologies to significantly change the course of the world’s energy production. OS’ main focus is on nuclear fusion energy, nuclear fission energy, and large science facilities technology. OS has innovative patent pending technology in fusion components and materials science with the aim of supporting the commercialisation of fusion and advanced fission energy. OS stands out among nuclear and scientific engineering companies as it is a small company owned and operated by scientists and engineers. The company roots are within Oxfordshire with its headquarters at Harwell Campus.

In addition to OS’ technology development, the company has established itself as a highly technical service supplier for the advanced nuclear and fusion energy markets. OS has become part of the emerging supply chain ecosystem within the UK, USA and EU for fusion energy. The company supports various national laboratories (USA, UK), governments, design companies (fusion and fission), and provides technical services on various frameworks, such as the Office for Nuclear Regulation Technical Support Framework, European Spallation Source Mechanical Engineering and Design Framework, UK Atomic Energy Authority (UKAEA) Engineering Design Services Framework, and the UKAEA Tritium Engineering Framework.

The company is a member of the [Fusion Industry Association \(FIA\)](#), an international coalition of companies working to electrify the world with fusion energy, and is a contributing member to the American Society of Mechanical Engineers (ASME) Boiler & Pressure Vessel Code (BPVC) nuclear design code committees, and UK-based [The Shielding Forum](#).

2. JOB DESCRIPTION

OS is expanding its team and is looking to recruit a permanent part-time Administrator.

The candidate responsibilities will include:

- Organise and store paperwork, documents and computer-based information, as well as producing documents, spreadsheets and presentations. This will include using

the suite of Microsoft Office software packages, including Microsoft Excel, Word and PowerPoint.

- Deal with email enquiries.
- Take meeting minutes.
- Manage and maintain budgets and carry out invoicing.
- Be a team player.
- Be able to work independently.
- Assist with grant and investment submissions.
- Organise meetings and travel and accommodation arrangements for employees.
- Directing visitors and clients.
- General office management.
- Arranging internal and external events.

3. QUALIFICATIONS/EXPERIENCE

The candidate will have the following qualifications/experience:

- Strong working knowledge of Microsoft Office products, namely Word, Excel and PowerPoint.
- > 2 years' experience as an administrator within a business environment.
- Ability to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Excellent time management and organisational skills.
- Ability to thrive in a challenging environment.

4. ADDITIONAL INFORMATION

OS is a dynamic, fast-paced, and exciting company that is working on some of the world's most technically challenging endeavours, such as fusion and advanced fission energy. The company is based at the world-leading science business park, Harwell Science & Innovation Campus in Oxfordshire, which provides a rich, engaging environment with fellow similar highly technical companies who work in the space, health, and energy sectors.

The benefits that OS provides include:

- A competitive salary.
- Flexible working location (office and home-based work).
- Workplace pension scheme.
- We support employees if they want to be (or are) part of the military reserves.
- Assist and support the candidate's chartership progression with the appropriate chartership body.

5. APPLICATION

Send hr@oxfordsigma.com an email with the Job Reference number in the subject line, which contains your CV and cover letter.

The application deadline is **17:00 Tuesday 04th January 2022**