

# HR & RECRUITMENT ADMINISTRATOR (PART-TIME, 6 MONTH FTC)

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## A BIT ABOUT US...

At F-star, we are dedicated to developing next generation immunotherapies to transform the lives of patients with cancer. We develop mAb<sup>2</sup>, a novel class of disruptive bispecific antibody-based therapies that have the potential to overcome tumour resistance and restore anti-cancer immunity and responsiveness.

We are committed to delivering life-changing treatments for the estimated 80% of patients with cancer who currently fail to have a durable response to immunotherapies. Our wholly owned pipeline shows focused and potent immune activation, with a promising safety profile to date.

We're an agile, international team with dual headquarters in Cambridge, UK and Cambridge, Massachusetts. We empower our teams to decide where and when they work to deliver our goals.

## YOUR ROLE IN OUR TEAM:

We're looking for an HR & Recruitment Administrator to join our team to undertake a variety of key recruitment and HR admin activities. This role is for a 6-month period in the first instance to provide additional support through an exciting and busy period. Work can primarily be undertaken from home with some travel required to our Cambridge, UK office on an ad-hoc basis.

## YOUR KEY RESPONSIBILITIES:

Your role will primarily focus on supporting the HR team with day-to-day activities linked to a variety of our people processes including;

- Scheduling and arranging face to face and remote interviews, communicating with internal participants, hiring managers, agencies, and candidates direct.
- Updating and managing candidate and interview progress via our candidate tracking system.
- Arranging the publication of adverts on our internal platforms and external job boards.
- Liaising with candidates to provide clear guidance and instructions throughout their interview process, representing F-stars values to give a positive candidate experience.
- General HR document management including filing, scanning, printing, issuing and tracking document returns and completing general employee admin requests.
- Supporting our onboarding processes such as arranging security, reference and right to work checks, scheduling induction meetings and preparing new starter paperwork.
- Supporting the organising and scheduling of training across the organisation, including management of attendance and training records.
- Supporting a variety of ad-hoc group projects.

## A BIT ABOUT YOU:

You'll have a can-do, friendly, and supportive attitude with a passion for excellent customer service. You should be a confident communicator who can work as part of a team but is also self-motivated when working independently. The work undertaken will primarily be done independently, either from home or from our office, and so you'll need to be comfortable in working in a virtual environment and on your own.

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Experience in an administration or business support role is important. It would be preferable if you also have had experience working within an HR or Recruitment function undertaking similar responsibilities, however demonstratable and transferable skills will be suitable.

**YOUR SKILLS, KNOWLEDGE AND EXPERIENCE:**

You'll have a keen eye for detail and have strong organisational skills, good time management and an ability to work to deadlines. You'll be a confident communicator who can work as part of a team but is also self-motivated when working independently. Problem solving and finding improvements to ways of working won't phase you, and you'll be comfortable in defining processes for the first time.

We also need you to have good IT skills in MS Office including Word, Teams Outlook and Excel and to have had experience of applying these within a business setting.

Experience in an administration position which requires outstanding customer service and organisational skills is important, including face to face, telephone and written communication. You should be able to demonstrate strong collaborative skills having previously worked within a team, but you'll also be a self-starter who can identify and pick up tasks proactively.

You'll thrive in a fast paced, busy role and will have experience with effectively prioritising your work daily, working to tight deadlines and quickly and calmly adapting to change. It's essential that you are committed to handling sensitive information in a discreet and confidential way.

**OTHER DETAILS:**

F-star's UK office is based in Cambridge, UK and this is a part-time position (approx. 18 hours / 0.5 FTE over a minimum of 4 days per week). This is a fixed term contract for 6 months in the first instance.

F-star is proud to fully embrace agile working which gives all employees options in how, where and when you get your work done, including flexible working hours and home working. This will be discussed with individuals during the interview process.

**WHAT WE CAN OFFER TO YOU:**

We get things done, we keep things simple and we're driven by the science. We're ambitious so we work hard to create an environment where we can take smart risks. We want to be innovative so encourage debate and collaboration to challenge the usual way of doing things. We love our celebrations, socialising and perks, which make F-star a fun and diverse place to work. And most of all, everyone has the opportunity to make a difference.

**Benefits:**

- Pension (8% Employer contribution)
- Private Medical Insurance and Health Cash Plan
- Life assurance
- 25 days paid holiday, plus the option to buy 5 days (pro rata to duration of contract)
- Travel insurance
- Agile working opportunities

**NEXT STEPS...**

If you feel this role is right for you, we'd love to hear from you.

To apply, please visit our website: <https://www.f-star.com/about/careers/> and upload your CV for us to view. Those that shine brightest will be contacted to discuss the role further, however, we aim to

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get back to everyone with a response either way. Informal enquiries about the role can be made to Rosie Almond ([rosie.almond@f-star.com](mailto:rosie.almond@f-star.com)).

We aspire to be a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

As part of our compliance in relation to the General Data Protection Regulations 2018 (GDPR) you can find our 'Candidate Privacy Notice' on the careers section of the website.

We may choose to close the role sooner than the application closing date depending on volume of candidates and so we encourage early applications.

If, along the way, you experience any difficulties with applying via our website, please email [HR@f-star.com](mailto:HR@f-star.com).

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