



Facilities Assistant

ANGLE is a world-leading liquid biopsy company with offices in Guildford (UK), Toronto (Canada) and Philadelphia (US). ANGLE's proven patent protected liquid biopsy platform products have the potential to be used in cancer diagnostics to enable early, accurate identification of an individual's condition for the prevention, treatment, and monitoring of disease.

With 1 in 2 UK people being diagnosed with cancer in their lifetime*, ANGLE's liquid biopsy technologies have the potential to help clinicians select the most appropriate drugs and therapies for an individual patient. As such, our technologies support the development of Precision Medicine.

In 2021 we opened GCLP compliant clinical laboratories in Guildford (UK) and Philadelphia (USA) to provide "pharma services" for cancer drug trials and, once the labs are accredited, laboratory developed tests (LDTs) for patient management. The pharma services business offers dynamic analysis of patient condition before, during and after the patient receives the drug, assessing both CTCs and CTC clusters recovered from a simple blood test. We are also pursuing an FDA product clearance for the Parsortix system and have submitted a full De Novo submission, which is currently in substantive review with FDA.

*Source: [Cancer - NHS \(www.nhs.uk\)](http://www.nhs.uk)

This is an exciting time at ANGLE plc and our research and development facilities in Guildford, UK are looking for a **Facilities Assistant** to support the Facilities Supervisor in the smooth running of the UK facilities.

Principal Accountabilities:

- Support including but not limited to:
 - answering phone calls and front door
 - receiving and distributing deliveries for the office
 - ensuring facilities and office equipment are operational and well stocked (kitchen; toilets; reception; printers; stationery etc.)
 - scheduling meetings and supporting visitors
 - maintaining and tracking building & carpark access / security
 - logging and recording office equipment / IT equipment
 - maintaining facility records and scheduled maintenance

- raising purchase orders as necessary to support facilities
- inputting and filing timesheets for all group companies
- Provide support with H&S facility tasks as required.
- Undertake additional ad-hoc tasks as required.

Qualifications, Experience, Knowledge and Attributes:

- Fluent in English Language & competent in Maths.
- Microsoft Office (Intermediate).
- Strong verbal and written communication skills.
- Strong organisational skills.
- Strong interpersonal skills.
- Ability to multitask and prioritise to meet deadlines.
- Ability to work both independently with minimal supervision as well as in a team environment.
- An eye for detail and commitment to high quality data.
- A flexible, can-do approach to the requirements of the job.
- Possess common sense with the ability to think “outside the box” and suggest solutions.

Due to the nature of the role, our requirement is for this position to be Guildford based, 5 days per week with part time hours of 8am to 1pm. *This role also has the possibility of growing into a full-time role.*

Join our Team

At ANGLE, we foster a dynamic, entrepreneurial approach to translating leading edge translational research into clinical diagnostics. We offer the potential for significant corporate growth and career development. We promote a culture of collaboration and shared excellence while encouraging an open and honest exchange of ideas.

We are always in search of potential employees who share our vision and want to make a difference today. In your submission, please note the position you are interested in, describe your background and what you can bring to our team along with attaching your resume.

As a member of our excellent and fast-growing team you will receive opportunities for development and a competitive benefits package.

Salary estimate - £20,000 pro rata

Please let us know if you require disability-related accommodation during the recruitment process so that we can work with you to meet your needs.

If you submit an application to us, your application and personal details will be processed in accordance with our [Data Privacy Notice for Job Candidates](#).

Important notice to Employment Businesses/ Agencies

ANGLE does not accept referrals from employment businesses and/or employment agencies in respect of the vacancies posted on this site. All employment businesses/agencies are required to contact our ANGLE recruitment team to obtain prior written authorisation before referring any candidates. In the absence of such written authorisation being obtained any actions undertaken by the employment business/agency shall be deemed to have been performed without the consent or contractual agreement of ANGLE. ANGLE shall therefore not be liable for any fees arising from such actions or any fees arising from any referrals by employment businesses/agencies in respect of the vacancies posted on this site.