



People Operations Assistant

Mestag's mission is to develop impactful new medicines for patients by targeting activated fibroblast populations and their role in influencing immune effector cells in disease. Our founding investigators comprise leading experts in inflammatory disease, cancer, computational biology and fibroblast biology from the University of Oxford, Brigham & Women's Hospital, Harvard Medical School and Cold Spring Harbor Laboratory. We are progressing a pipeline of first-in-class therapeutics to interrupt fibroblast-mediated effects on immune cells in inflammatory disease and immuno-oncology.

We are supported by leading global investors SV Health Investors, Johnson & Johnson Innovation – JJDC, Inc., Forbion, GV (formerly Google Ventures) and Northpond Ventures. The company is headquartered in Cambridge, UK – the very heart of UK life sciences. In 2021, Mestag was recognised on the Fierce 15 list of innovative biotechnology companies.

We are dynamic, innovative and passionate about what we do. We are focused on the development of ground-breaking science in a fast-paced setting and are bringing together the very latest technology with the best minds in fibroblast research. Our achievements would not be possible without the outstanding team that make up Mestag. To realize our mission, we are looking for new team members to join us.

Role Overview:

As the People Operations Assistant, you will be responsible for delivering valuable and efficient support to the full organisation. You will be joining a collaborative and encouraging team who are constantly striving to improve the delivery of the businesses HR Support.

This is a 12 month FTC position on a part time basis, offering 20 hours per week (2.5) days. You will be required to work on-site for this position, with the occasional flexibility to work from home.

- Provide day to day support with the recruitment and onboarding and offboarding processes - producing contracts of employment and undertaking pre-employment checks, writing and posting adverts and scheduling interviews
- Dealing with day to day queries from employees (pay, attendance, policy guidance etc)
- Prepare letters and general correspondence on behalf of management team
- Assist in managing sickness records and handling sickness process
- Preparation and processing of payroll data to hand to external payroll team on a monthly basis
- Maintaining electronic employee files, ensuring changes are processed and accurately recorded in HRIS
- Support to co-ordinate the new starter experience in conjunction with company policies and procedures, guaranteeing a supportive environment for employees
- Undertake personal projects to improve company benefits including bonuses, as required by the organisation
- Composing, editing and updating policies and procedures
- Work closely and collaboratively with wider Administrative/Office team on planning and implementing projects such as office expansions/moves, corporate events and more,

ensuring that they are in-line with policies and procedures

Candidate profile:

- Qualified at CIPD Level 3 or higher (beneficial)
- Demonstrated experience of using HRIS (required)
- 2+ years of experience of working in an administrative-based role
- Team player who's able to work collaboratively across the organisation
- Able to demonstrate strong communication skills, both written and verbal
- Strong administrative skills, including confident use of Microsoft packages (Word, Excel, PowerPoint etc)
- Able to work independently, multitask, organise and prioritise workloads and meet strict deadlines
- Excellent attention to detail