



Liverpool ChiroChem Ltd.

The Heath Business & Technical Park
Runcorn, Cheshire WA7 4QX, United Kingdom

email: sales@liverpoolchirochem.com

Tel.: + 44 (0) 1928 513 101

ACCELERATE YOUR CAREER

Administrator

Due to the success of our rapidly growing company, we are looking for an administrator to strengthen our operations team.

Location:	Office based in Runcorn, UK
Contract:	Permanent, full time
Compensation:	£20k
Start date:	ASAP

LCC, one of the UK's fastest growing chemical technology innovators, is looking for a hungry administrator who wants to build on their knowledge and join our team.

Job description:

You will be part of a team that interacts with all departments of the company and communicates with our customers about their current and upcoming projects. Processing orders and shipments as well as maintaining our operations databases are the main focus of this position but there are also opportunities to communicate with our customers, complete general admin tasks and get involved in cross department projects.

The successful candidate will be given significant support from LCC's operations team and be trained in all areas where needed.

Job responsibilities:

- Maintain data and the integrity of the data in the operations IT system.
- Process all orders and send order documents to customer.
- Process all shipments and send shipping documents to customer.
- Book all shipments through the specified shipper.
- Raise invoices based on shipments and submit to finance for approval.



- Manage the sales inbox, forwarding emails onto the correct person and replying where appropriate.
- Provide general admin support to wider operations team.
- General reception duties.

Profile:

- General IT competency (including good knowledge of Microsoft Office) and confidence to learn new software programmes
- Excellent organisational and communication skills
- Good time management and interpersonal skills
- Soft skills: A positive attitude and the willingness to adapt/learn is always a good starting point!
- Applicants must be eligible to work in the UK

About LCC:

We are a diverse and international chemical technology innovator on a mission to accelerate discoveries through the provision of novel scaffolds and building blocks.

LCC has designed and synthesized a library of novel, diverse, 3D-rich building blocks, which are used to support an international customer base. Our scaffolds can be applied to technologies across our four main product pillars: DEL, FBLD, Linkers (for PROTACs etc.), and virtual screening with our 3Discovery™ Virtual Library.

Through an ethos of purposeful curiosity, our goal is to help the development of high-quality drugs, in order to bring new drugs to market, faster, better, and easier.

To apply for this position, please send us your CV together with a cover letter at careers@liverpoolchirochem.com