

## **OFFICE ASSISTANT**

### **Dermal Laboratories - Kempston Full Time**

Are you looking for a new challenge?  
Do you thrive in a fast-paced environment?

Then we have the job for you - we are looking for a friendly and enthusiastic Office Assistant to become a key member of our team.

Based in our pharmaceutical distribution centre in Kempston, you will provide support to the Site Administration team in all aspects of facilities management and general site administration, including greeting visitors and liaising with contractors.

You'll need:

- Great communication skills, both written and verbal with an excellent command of English.
- Good MS Office skills with a strong emphasis on Word & Excel.
- The ability to multitask and problem solve.
- Great attention to detail.
- The ability to remain calm under pressure.

In addition, the following would be an advantage:

- Experience of working within an administration office.
- Experience of dealing with Facilities and/or Health and Safety.

This position will suit someone interested in starting a career in office administration. In return, we offer you a great working environment and competitive salary package. The role is Monday to Friday, 9am to 5 pm.

**If you are interested to find out more and apply,  
please email your CV with covering letter to  
[careers@dermal.co.uk](mailto:careers@dermal.co.uk).**