

VACANCY

Records Administrator

TauRx are seeking to recruit a Records Administrator.

Role Purpose:

The role will provide administrative support to the Records Management team; duties will include filing, printing, photocopying and scanning, as well as emailing clinical sites and organising the shipments of document packages.

Education:

- Secondary school education

Experience:

- Proven administrative experience
- Excellent time management skills
- Experience in a previous records management position would be advantageous

This is a full-time position, on a 9-month fixed-term contract basis based at our Aberdeen office.

A full job description is available from the HR Department.

Applications should be made in writing by forwarding a covering letter and CV to HR@taurx.com

Closing Date: 21st June 2019