



## **JOB DESCRIPTION - REMINOVA LTD**

**Title:** OFFICE ADMINISTRATOR & MARKETING ASSISTANT

**Reporting to:** CEO

**Based:** Edinburgh

**Job Role:** Reminova has an opportunity for an ambitious individual to join our mission of transforming dentistry. You will bring your skills and experiences to one of Scotland's leading healthcare start-up companies and work within our Edinburgh office alongside our management team that includes dental professionals, entrepreneurs and seasoned start-up veterans.

You will have likely graduated with a degree, or, have had some relevant work experience either in an administration role or marketing type role. You are a hard-worker, ambitious, organized and a great communicator, who can deal with all types of people. You will have excellent interpersonal skills and be comfortable carrying out all typical pc/ IT based tasks, and have competent writing skills.

Ideally, you will have a creative flare that you can use in marketing and PR activities for Reminova. You'll be a keen student of social media, branding, communications in business with a thirst to learn more. We will give you the opportunity to explore this area and you will work with the senior managers on improving our messaging.

It's a job for an all-rounder and it can take your career in many different directions as we expand and grow our business. You will be supported by experienced senior managers when you are carrying out activities that are new to you.

Reminova is currently developing a first treatment product and peripherals for use in a dental surgery that painlessly reverses and repairs early and middle stage enamel caries (tooth decay), providing dentists with an alternative to drill-n-fill, and a new paradigm in preventative tooth health management. We aim to be a global healthcare company. We are building a team that can get us there, and you are invited to be part of our team.

### **Knowledge, Skills and Experience:**

The successful candidate will be able to demonstrate the following knowledge, skills and experiences;

- Degree qualified or company work experience in a relevant role
- Multi-tasker, organised, creative and good communication skills
- Self-starting ability, diligent task finisher, hard-working and flexible
- Good interpersonal and communication skills
- Efficient at word/excel/powerpoint and similar
- Good social media know-how

### **Key Responsibilities:**

- Carry out office administration delegated by senior managers
- Purchasing, payments, payroll, and employee administration
- Ensure smooth running of Reminova's Edinburgh office
- Organise and support business trips for employees and collaborators



- Preparing marketing and corporate company materials

**Other Responsibilities:**

- Supporting and organising our satellite operations in Perth and London
- Involvement in Company sales & marketing trips
- Minuting meetings