



Office Administration Assistant

MyCardium AI

The Spine Building, 2 Paddington Village, Liverpool, L7 3FA

MyCardium AI is a company founded in April 2022, as a spin out of University College London. Our aim is to transform how medical imaging is delivered in healthcare using “super-human” AI. Focusing on Cardiac Magnetic Resonance Imaging (MRI). Initially, our ambition is to deliver this AI to point-of-care in over 2,000 global centres.

Our mission is to improve healthcare system performance, patient outcomes by delivering better diagnoses, and help create next generation treatments by analysing Cardiac MRI images, using Artificial Intelligence Algorithms capable of performing automation of heart measurement to a super-human standard.

We are committed to excellence, innovation, and creating a positive and inclusive work environment. MyCardium is an equal opportunity employer; we celebrate diversity and are committed to creating an all-inclusive environment for all employees.

What we offer:

- Competitive salary and benefits package.
- The opportunity to be part of a dynamic, innovative team in a rapidly expanding field.
- The chance to make a significant impact on the development of new therapies and treatments.

Job Summary:

Salary: Negotiable dependent upon experience

Hours: Full time -35 hours per week | Monday- Friday, 9am-5pm

Location: Liverpool, office based

Job Description:

The Office Administration Assistant is responsible for ensuring the smooth and efficient operation of the office daily. This role includes a wide range of administrative duties to support the Head of People & Administration. The ideal candidate is highly organised, proactive, and capable of managing multiple tasks in a fast-paced environment.



This role plays a critical part in maintaining office systems, managing personnel documentation and training records, supporting onboarding process, and upholding high standards of efficiency and professionalism.

Responsibilities:

Documentation & Records Management

- Document Management, prepare and update internal documentation.
- Maintain organised digital filing system for company documents and records through Microsoft SharePoint.
- Ensure compliance with internal policies and procedures regarding all documentation.

Office Management

- Order and manage office supplies and inventory
- Support with logistics for internal meetings, workshops and office/companywide meetings

Personnel Records & Administrative Support

- Maintain accurate and confidential employee & consultant records, including contracts, onboarding documentation and training records.
- Provide administrative support to the Head of People & Administration and other departments if required.
- Assist with scheduling meetings, minute taking and general correspondence.

Onboarding, HR & Training Support

- Support with onboarding of new employees and consultants, including onboarding documentation, welcome packs, asset distribution, and system access.
- Ensure all staff records are accurately filed and kept up to date in line with internal policies.
- Support the Head of People & Administration with staff documentation, compliance tracking, and reporting.
- Support and maintain staff training records, ensuring compliance with internal policies.

Skills/ Experience:

- Strong organisation skills and multitasking skills
- High attention to details and accuracy
- Excellent communication and interpersonal skills
- Proactive problem solving
- Discretion and professionalism when handling confidential information



- Proficient in Microsoft Office (Word, Excel, Outlook) and document management tools (SharePoint)
- Familiarity with HR support, onboarding processes, and office management.
- Experience with tools such as Jira, Clockify and DocuSign is a plus (training will be provided)

Education:

- GSCE's in English and Maths (required)
- Minimum of A Levels or equivalent (e.g., Level 3 diploma in Business and Administration).

Requirements:

- Minimum of 2 years of administrative experience.
- Full- time, office-based role (5 days per week) in our HQ in Liverpool, City Centre.