

OVERVIEW

Jo joined the team in April 2015 and is responsible for supporting the full LCMB team and ensuring the office runs smoothly.

Jo is responsible for all business administration and is involved with all company activities to make the team function efficiently.

Jo acts as the Administrator for all our clients projects, supporting the Senior members of the LCMB team from Clients Proposals through to Project completion. She works closely with the team to ensure our clients receive excellent customer service.

Prior to joining LCMB, Jo worked in secondary education for nine years as an Administrator working with students, parents and staff providing a wide range of services administratively and pastorally.

Previously, Jo worked for a private clinical trials company working in various Oxfordshire NHS and private hospitals.

