

Project Coordinator

Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and have the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging and labelling solutions, pre-approval and medicines access programs and consulting.

Inceptua partners with life science companies of all sizes, drawing on over 20 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers, and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of a **Project Coordinator** to be based in our **Berlin (Germany) or our Windsor (UK)** offices for immediate start. You will be reporting to the European Head, Operations, and will become part of our growing Global Operations Team. You will work closely with internal and external stakeholders of different business units and departments.

Responsibilities include, but are not limited to:

- Comply with Global Standard Operating Procedures related to order execution
- Manage orders with own expertise and/or through coordination of the appropriate resources
- Be responsible and accountable for complete execution of orders until close out, working with all key departments including Procurement, Sales, Regulatory and Quality
- Coordinate work with service providers: depots, carriers, customs agents and relabeling/repackaging providers
- Serve as first point of contact to clinical trial sponsors, CROs and CMOs
- Respond to requests from HCPs and serve as the first point of contact in managing access to life-saving medicines distributed by Inceptua from first enquiry to final delivery
- Use electronic systems to ensure that all activities are actioned and recorded correctly, and that all stages of the order process and customer experience flows smoothly and compliantly
- Identify and proactively resolve order-related discrepancies from a quality, legal and financial perspective
- Capture, create, and file all order-related documents digitally in electronic systems and in the hardcopy folder in a timely matter

Your profile:

- Able to work in and with an international setting
- University graduate and 2 years of work experience
- Supply chain or logistics professional
- Experienced in working with temperature sensitive goods, preferably pharmaceuticals
- Experience with GDP
- Preferably versed in a foreign language
- Being knowledgeable in Early Access Programs or Compassionate Care would be an advantage

This position is full-time, and we offer a competitive salary. We also offer a generous employee benefit package including attractive, central office locations, training courses, and a range of employee well-being perks.

Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a covering letter, to

recruitment@inceptua.com (Attachments must be in PDF format)