

Project Coordinator

We are a pharmaceutical company, and the next generation partner to pharma, biotech, and healthcare. We bring medicines to patients through clinical trial services, early access programs and commercialization of products. 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)** offices for immediate start. You will be reporting to the European Head, Global 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.
- Monitor personal and shared inboxes and take action as necessary.
- First point of contact for clients/customers or vendors in managing access to medicines distributed by Inceptua
- Process customer/client &/or vendor's POs or requests on company software.
- Coordinate all inbound and outbound shipments with all relevant stakeholders (e.g. warehouses, couriers, brokers, customers, vendors etc.).
- Creation and processing of inbound and outbound shipment documentation.
- Manage all inbound and outbound invoicing activity, included but not limited to invoice creation and vendor invoice validation and credit note processing.
- Proactively follow up on vendor and customer lead times, updating systems and stakeholders, as necessary.
- Handling of damaged goods, in coordination with relevant stakeholders, including but not limited to managing returns, destruction, replacements, etc.
- Maintain trackers (program specific, regulatory & patient trackers).
- Update client, regulatory or other related portals with order details, as required.
- Develop an expert understanding of operational details of assigned accounts.
- File all necessary order documentation per SOP.
- Manage any order related issues, e.g., deviations, customer complaints & CAPAS.
- Generate manufacturing protocols and work with QA/QP to action printing of ancillary labels.
- Provide OOH cover, as needed.
- Ensure accurate inventory levels are maintained for assigned projects/programs.
- Collaborate with commercial team to maintain an effective communication flow with customers.
- Take on projects and support senior staff, as directed on a as needed basis.

Your profile:

- Able to work in an international setting
- University graduate with minimum 2 years work experience in supply chain or logistics
- Experienced in working with temperature sensitive goods, preferably pharmaceuticals is of advantage.
- Profound knowledge of regulations relating to GMP/GDP
- Experienced in working closely with QA to identify, address and resolve any quality issues, assisting in the conducting of any investigations / implementing of CAPAs where necessary.
- Good relationship with peers, ability to manage time and stress, excellent self and interpersonal motivational skills, project management ability, proven problem solving and decision-making abilities.
- Able to communicate effectively, and with sensitivity to a wide range of people including externally to both vendors and clients
- Able to maintain a positive, results orientated work environment, building, and improving upon existing partnerships and demonstrate great teamwork, communicating to the team in an open, balanced and objective manner.
- Meticulous attention to detail and computer literacy (MS Word, Excel, Power Point and Outlook).
- Able to work under pressure
- Fluent in English, both written and oral (fluency in German is an advantage)

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)