

## Office Assistant

*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. 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 **Office Assistant (m/f/d)** to be based in our offices in **Windsor (UK)**, for immediate start. This position is an office based role and will be reporting to the VP, Head of Business Systems and Technologies

### Responsibilities include, but are not limited to:

#### Administrative support

- Handling of incoming mail, outgoing mail and telephone switchboard (including email enquiry management)
- Reception management
- Organize and schedule meetings, and manage the conference rooms
- Provide general support to visitors and for meetings e.g. welcome and sign in visitors, arrange catering
- Support the VP, Head of Business Systems and Technologies in ensuring a smooth organization of the office, as well as a comfortable and appropriate working environment for all employees, support and execution of Office Management decisions
- Manage office supplies as well as maintenance and overhead vendors
- Occasional travel management
- Liaise between the global and local culture, consulting as necessary on adapting global needs to local requirements and vice versa
- Absence coverage of the Office Administrator from Berlin office

#### Support for Finance/Accounting:

- Processing of incoming invoices and outgoing invoices, keywording of invoices, and hardcopy filing where required
- Processing credit card statements and co-ordinating the expenses process

### Your profile:

- You have 4+ years' experience in a similar role
- You are business fluent in English and preferably have experience in a multinational company
- You have a good working knowledge of MS 365 collaborating tools (MS SharePoint, MS teams) and MS Office (Excel, Word, PowerPoint)
- You have worked with an ERP, ideally MS Dynamics 365
- You have excellent communication and organization skills, as well as great



- attention to detail
- You are used to managing confidential information and documents appropriately
  - You are highly motivated, solution driven with a “nothing beneath me” mentality and are willing to pitch in anywhere and everywhere
  - You adapt well to change and are a team player who also works well on their own

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 in English, including a covering letter, to [recruitment@inceptua.com](mailto:recruitment@inceptua.com)

Attachments must be in PDF format.