

Interested in being part of a dedicated team?

Are you a positive, proactive and solution-oriented team player seeking a fresh challenge?
Are you an excellent organiser and ready to use your enthusiasm and eye for detail to support our team?

If this sounds exciting to you, read on!

We are a successful **medical communications agency** with offices in Switzerland and the UK, employing over 60 people. We have a 20-year track record in providing a complete range of medical writing, strategic business and marketing services to the pharmaceutical industry. We are looking for a highly motivated

OFFICE MANAGEMENT / ACCOUNT ASSISTANT (100%)

to join our team in the **UK**. This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, resourcefulness and enterprise. Our company ethos is driven by **quality and trust**, all our team members are highly valued and have an active role within the company.



RESPONSIBILITIES & OBJECTIVES

- Provide excellent account management support to the teams and take responsibility for administrative aspects of accounts, developing a reputation for efficiency and reliability
- Support with editing, proofing and formatting of a range of materials, such as publications, abstracts, posters, reports and slide decks
- Manage the submission of congress abstracts and publications, including gathering required author information
- Assist with financial management duties, such as preparing and checking budgets, sending invoices and handling expense reports
- Take ownership of day-to-day office management tasks, including mail and deliveries, travel arrangements, and maintaining office supplies



YOUR PROFILE

- Degree in life or health sciences, or strong interest in sciences, preferably with prior work experience in a similar role
- Determined and result-oriented personality with excellent communication skills and able to take initiative and responsibility
- Inner drive to deliver exceptional work and meet challenging targets with the ability to interpret data quickly and accurately and switch rapidly between different projects
- Excellent command of English, both written and spoken
- Very good working knowledge of MS Office



BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Open, supportive and dynamic environment
- Excellent opportunities for training and personal development

If you are passionate about teamwork and want a role where you can make a difference, then please send your CV and covering letter to Irene Boog, Associate Director, Human Resources, at irene.boog@nspm.com or call +41 41 379 79 06 for an informal discussion.

Applicants who apply to nspm directly will be given priority over those applying via a recruitment agency.

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