

12 Month Internship (35 hours/week)

to join our team in **Cheadle, Manchester, UK.**

We are a successful **medical communications agency** with offices in Switzerland and the UK. We have 25 years' experience in providing a complete range of medical writing, event management and strategic and marketing services to the pharmaceutical industry.

This internship is a fantastic opportunity for students who are or will be enrolled at university and seeking a 12-month placement in 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

- Support with the management of the reception
- Act as the first point of contact for callers/visitors and coordinate incoming and outgoing mail when covering the Office Manager's absences
- Keep administrative records up to date
- Support with facility management duties
- Help to ensure compliance with Health and Safety and Fire Safety requirements
- Organise internal projects, such as supporting with staff trainings, onboarding process, company activities and gifts for employees and clients
- Provide support to project managers and medical writers, e.g. with redrawing and reformatting PowerPoint slides or preparing project management documents
- Correspondence with suppliers



YOUR PROFILE

- Finished sixth form and have a strong interest in medical, life / health sciences, or pharmacy
- Committed personality with good communication skills
- Good level of accuracy and attention to detail
- Excellent English skills, both written and spoken
- Good working knowledge of MS Office



BENEFITS

- Open, supportive and dynamic environment
- Hybrid work place and flexible working time
- 30 days holiday

Start date: From June 2022 or by arrangement

If you are passionate about healthcare and searching for a gap year position, please send your CV and cover letter to Sandra Metzger, Human Resources Manager, at sandra.metzger@nspm.com.

www.nspm.com