

<b>JOB TITLE:</b>	Office Support & Team Assistant
<b>REPORTS TO:</b>	Head of Human Resources and Communications
<b>BUSINESS AREA:</b>	Zentiva UK
<b>DATE AMENDED:</b>	August 2019

## Mission Statement

### Job Details:

**Location:** Guildford, Surrey

**Benefits:** 10% company pension, life assurance, car parking, medical and dental insurance

Zentiva Pharma UK Ltd is a leading manufacturer of generic pharmaceutical products throughout the UK and Europe. With more than 2,500 people across Europe and 2 production sites in Prague and Bucharest we strive to be the champions of Generics and Over The Counter (OTC) medicines to better support people's daily healthcare needs.

We are looking for someone to join our team who is enthusiastic, has great attention to detail, works proactively and who is passionate about delivering excellence. Main duties will include:

- Providing a comprehensive Administrative and Office Management service to the Zentiva UK team to ensure the efficient running of the department.
- Supporting the delivery of HR and Payroll activities
- Providing admin support to the Senior Management Team

## Main Accountabilities and Duties

You will be responsible for the day to day management of the office as well as providing support to the Head of Human Resources and the Senior Management Team. You must have exceptional organisational skills to manage the following:

- Provide an efficient and comprehensive Administration and Office Management support.
- Arrange and co-ordinate meetings, travel and itineraries for team members.
- Support the HR team with recruitment and payroll activities, general admin of employee records.
- Receive incoming telephone calls, take messages and deal with queries as appropriate.
- Distribute mail within the department to ensure it reaches its destination promptly. In the absence of members of staff, ensure that urgent post/email is redirected to an appropriate deputy.
- Responsible for Running and managing on-boarding programmes for new Zentiva Employees.
- Assisting with social media platforms and the upkeep of the company website.
- Ensure the effective running of the Zentiva office including managing Facilities Management functions such as liaising with landlord, stationary supplies and office equipment.
- Management of Purchase Orders and invoicing.
- Welcome guests to the office.
- Contribute to Team and Departmental Meetings.
- Ownership and responsibility for maintaining Zentiva IT Sharepoints
- Act as back-up / support for Regulatory Team Assistant providing holiday cover etc
- Other tasks under the direction of the Manager within the agreed type of work.

### **Management of Resources**

- Accurately raise Purchase Requisitions with information provided by requestor and ensure such information is correct.
- Updates purchase orders and any deliveries of goods and services.
- Process invoices and queries efficiently.

## Key Working relationships

### **INTERNAL**

#### **Regular, close contact with:**

- Zentiva UK management team
- All Departments within Zentiva UK
- Commercial and Regulatory Team Assistant
- Zentiva Europe

## Key Working relationships

### Occasional contact with:

- Legal
- IS

### EXTERNAL

#### Regular, close contact with:

- Land lord
- Suppliers and vendors
- Off- site storage companies
- Couriers

#### Occasional contact with:

- Trade and Industry Associations e.g. APBI, PAGB, BGMA

## Skills, experience and knowledge required

- Able to work under pressure to a very high standard
- A well-qualified administrator or PA with demonstrable experience at a senior level.
- Competent in Microsoft Office packages.
- Accuracy, attention to detail and excellent presentation of work are essential, as is a mature and responsible outlook.
- The individual should be conscientious, assertive and have a sense of confidentiality and discretion.
- Good written and oral communication skills and organisational and interpersonal skills are essential.
- A basic familiarity with Electronic Document Management Systems would be an advantage.
- A basic familiarity with medical terminology would be an advantage.
- Happy to work as part of a small team where all input and ideas are welcome!