

Interested in being part of a dedicated team?

Are you a proactive and communicative team player seeking a fresh challenge? Are you ready to use your organisational and prioritisation skills, enthusiasm and inner drive 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 50 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 and client-oriented

OFFICE MANAGEMENT / PROJECT ASSISTANT (full-time)

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, 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

- Providing excellent office administrative services and support to the team
- Acting as the first point of contact for callers and visitors
- Assisting the team regarding meeting preparations, travel organisation and expenses
- Providing project support to the multifunctional project teams and supporting the Director in bookkeeping and managing accounts
- Maintaining office supplies, liaising with third parties and ensuring office is compliant with the latest Health and Safety requirements



YOUR PROFILE

- Degree level education is desirable, but not essential, ideally with prior work experience in an administrative customer service role
- Proficient command of MS Office programs (Word, Excel, Outlook, PowerPoint)
- Proactive personality with excellent customer service and communication skills
- Proven ability to work independently, solution-oriented with an eye for detail
- Excellent command of English, both written and spoken



BENEFITS

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

If you are searching for a role where you can make a difference, then please send your CV and covering letter to Sandra Metzger Hamilton, Human Resources Manager, at sandra.metzger@nspm.com or call +41 41 379 79 06 for an informal discussion.

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