

JOB TITLE:	Office Manager and Team Assistant for General Manager, HR and Communications
REPORTS TO:	Head of HR and Communications
BUSINESS AREA:	Zentiva UK
DATE AMENDED:	March 2019

Mission Statement

Job Details:

Location: Guildford, Surrey

Hours: Full time. (Part time / flexible hours considered for the right applicant)

Benefits: 10% company pension contributions, private 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 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 in line with the Company's plans and goals.
- Supporting the delivery of HR and Payroll activities
- Providing admin support to the General Manager and 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 General Manager and Head of HR and Communications. 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, in particular managing the General Managers diary.
- 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 Commercial and 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 General manager
- All Departments within Zentiva UK
- Commercial and Regulatory Team Assistant
- Zentiva Europe

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!