

Operations Assistant

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Company: Verbatim Pharma

Location: United Kingdom

Category: other-general

We are currently seeking a skilled Operations Assistant to join a leading force in the clinical trial supply sector! You will hold a crucial position in enhancing the function of the operational aspects of their business services. You will enhance operational effectiveness and streamline processes throughout the organisation. Key Responsibilities: Set up new projects, process change orders and amendments in ERP and SharePoint systems. Assist Accounting with invoices Draft client documents, maintain approved trackers under guidance Generate, maintain, and submit reports Manage records in ERP and QMS systems, including administrative tasks Ensure compliance with Standard Operating Procedures Meet timelines and SLAs for all activities. Qualifications: Experience in Commercial Administration. Experience working within the pharmaceutical industry Managing project or organisational budgets. Organisational abilities with adeptness in handling multiple tasks. Proficiency in Microsoft Office suite (Word, Excel, Outlook). Strong communication skills encompassing written, oral, and active listening. What's on offer: Competitive salary Opportunity to make a significant impact in the industry. Innovative work environment. Professional development and training plus progression opportunities. Supportive and dynamic team culture. Location: UK - Remote. If you are a motivated and experienced Administrator looking to join a team that brings exceptional quality and innovation to the field, we encourage you to apply.

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