

Country Lead Assistant Pharmaceuticals Bucharest

On behalf of our client, international life sciences logistics provider of pharmaceuticals, we are looking for a **Country Lead Assistant**. S/he will provide operational assistance and support to the Country Lead.

Responsibilities:

- Managing the day-to-day operations of the office including all vendor relationships;
- Organizing and maintaining files and records;
- Planning and scheduling meetings, events and appointments;
- Preparing and editing correspondence, reports and presentations;
- Making travel and guest arrangements;
- Providing quality customer service;
- Provides assistance and support to the Country Lead in relation to the handling of all HR related issues;
- Works closely with local and HQ leadership team on commercial, supply, legal, finance and HR;
- Collaborates closely with marketing and promotion team and supports them on market access topics, in line with company strategy.

Requirements:

- University degree;
- Minimum 2 years' experience in a similar position;
- Strong communication skills - written and verbal;
- Displays strong organizational and time management skills;
- Proven knowledge of English language (written & verbal);
- Excellent knowledge of Microsoft Office (Excel);
- Positive and proactive attitude and ability to work under the pressure of deadlines.

BPI group is a global management and human resources consulting firm, providing solutions that span the talent management lifecycle, including: Talent acquisition, development & motivation, successful change management, reorganization, restructuring and outplacement. We are operating on the Romanian market since 1996, providing solutions adapted to the Romanian context doubled by international expertise.

To apply, send your resume to iacramioara.radulescu@bpi-group.com . Only eligible candidates will be contacted. All applications will be treated in complete confidentiality.

We undertake to respect your right to the protection of personal data in accordance with all applicable laws and regulations, including the General Data Protection (EU) Regulation 2016/679 (also called GDPR).

Please take a look to our [Confidentiality Policy](#) before applying to this job opportunity.