
Administrative Office Assistant

Location: Newcastle upon Tyne, UK

Type: part-time, office-based

Working hours: 25 hours from Monday to Friday

Salary: competitive, to commensurate with experience

Reports to: HR and Office Manager

About PHMR

We are a growing and energetic consultancy – a group of professional scientists, health economists and industry specialists with a proven track record in providing global market access solutions to some of the biggest healthcare industries.

Job purpose: Provide support to the growth of our consultancy by undertaking administrative tasks and assisting with a smooth running of the Newcastle office.

Key responsibilities to assist with:

- Management of the logistics of PHMR business trips, conference trips and social events
- Being a contact person for the IT issues and liaising with the IT support providers
- Subsistence stock checking and replenishing
- Setting up work stations for the new starters
- Ordering office furniture, equipment and stationery
- Database maintenance
- Setting up meetings (tele-conference, face-to-face)
- Answering incoming calls
- Management of the office equipment, including PAT testing and annual office risk assessments
- Looking after several online accounts and licence renewals (e.g. office, copyright)
- Collecting and arranging deliveries, including post
- Maintaining a clean and enjoyable working environment

Desired Candidate Profile:

- Proven experience in office management and business administration
- Keen to create a positive experience for others (including company clients and the rest of the team)
- Proactive and can work independently
- Great time management skills and ability to prioritise a diverse range of tasks
- Strong organisational and planning skills
- Attention to detail
- Great written and verbal communication skills
- Confident user of MS Office (Outlook in particular)
- Always keen to improve and develop professionally
- Willingness to live by PHMR values:

Integrity: *we do the right thing*

Quality focus: *we continually pursue excellence*

Ambitious: *we are tenacious and sustainable*

Collegiate: *we support and learn from each other*

Fun: *we enjoy our work*

PHMR can offer:

- Opportunities for advancing the role and growing professionally
- Being a part of a great team
- Working in a modern, city-centre office

To apply for this position please submit your CV and covering letter explaining why you think you would be suited to the role and reasons for wishing to join our team to info@phmr.com. *No agencies please.*

All candidates are eligible to apply for our roles and will be considered on suitability and merit throughout the recruitment process. However, at the time of starting their employment the successful candidate must have permission to work in the UK.
