

Team Coordinator – Business Managers

Location: Marlow, Buckinghamshire
Salary: Competitive
Ref: BAP_BMC0722
Hours: Full time
Contract: Permanent

Our Company

BAP Pharma are the fastest-growing, independently owned pharmaceutical clinical trials supply organisation, with specialist divisions in Comparator Sourcing, Secondary Packaging & Labelling and Global Storage & Distribution.

Our story is one of incredible growth and success, which has culminated in receiving many prestigious awards, such as recognition in Diversity & Inclusion and Social & Environmental and the expansion of our core operations internationally.

We are now looking for highly qualified, experienced and passionate professionals who are dedicated to providing unparalleled customer service, to continue to drive our business forward and become a part of our success story.

Job Description

The Team Co-Ordinator is responsible for supporting the Business Managers, ensuring projects are finalised according to strict deadlines and within budget. The role will also focus on ensuring clinical trial comparator supplies and ancillaries are delivered to clients on time with all relevant documents.

Responsibilities

- Assist Business Managers with administrative tasks
- Liaise with suppliers and customers as requested by relevant Business Manager
- Prepare quotations to customers, purchase orders to suppliers and finalise sales orders
- Check client purchase orders to ensure correct information is present and as quoted, prepare invoices and complete invoice checklists.
- Request quotations from suppliers and negotiate prices
- Meet with clients to understand and scope out projects, offering tailored solutions to deliver on the project
- Add new products, clients and suppliers to our in-house stock control system
- Send shipment requests to the Logistics Manager
- Liaise with Medical Information departments to obtain documentation (e.g. CoAs, MSDS, stability data, equivalency statements)
- Work directly with clients via email and telephone discussions
- Arrange weekly/monthly/quarterly customer conference calls and face to face meetings

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Globe Business Park
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Marlow
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Experience

- 2 – 3 years proven experience in administrative role

Requirements

- Educated to A level standard or equivalent
- Computer literate
- Good use of Microsoft Office (Word, Excel, PowerPoint)
- Strong interpersonal and organisational skills
- Excellent communication skills with internal and external partners
- Attention to detail, results focused and proactive
- Ability to multitask

BAP Pharma are committed to enabling a supportive work environment, which is diverse and inclusive and based on mutual respect.

We offer comprehensive training and development programmes to employees to enable them to excel in their roles. We provide our team with a platform in which to continually progress and excel and deliver on our promises to our clients.

BAP Pharma – Promise delivered. Our people are results driven, tenacious and customer focused. If you think you have what it takes to be part of a successful team with an exciting future, please apply today!

You can apply to this role through the BAP Careers Portal [here](#).