

E recruitment@bappharma.com

## Office Manager

**Location:** Somerset, New Jersey, 08873

**Salary:** Competitive base salary + performance-based bonus

**Ref:** BAP\_OM0722

**Hours:** Full-time

**Contract Type:** 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 Office Manager will be responsible for the smooth running of the office from answering the telephone to meeting visitors, ensuring the facilities are fully working, managing office stock and Health and Safety.

BAP will be moving to our new premises late Summer/early Fall 2022, the role will commence at our existing premises in Landing, NJ 07850 but will relocate permanently to Somerset, NJ 08873.

### Responsibilities

- Assist with the relocation to BAP's new site in Somerset (NJ), lead on certain projects associated with this move.
- Answer the telephone and connect calls or take a message
- Manage incoming and outgoing office post and deliveries
- Welcome visitors and ensure they are briefed
- Ensure the office is stocked correctly from kitchen stock, stationery, office equipment and furniture, when required and manage the relationships and costs
- Partner with our external IT and telephone providers to ensure our IT and telephones work effectively
- Agree and manage contracts for utilities, office equipment (e.g. copier, water dispensers, mobile telephones)
- Responsible for managing office facilities and external contractors e.g. cleaners, general maintenance
- Ensure the site is maintained and secure at all times, working with external partners to maintain a high quality of work
- Ensure we are compliant with Health and Safety requirements under State and Federal regulations, complete regular checks, updating risk assessments as appropriate.
- Update managers on Health and Safety, legal/compliance requirements.
- Ensure all employees receive training on office safety requirements

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- Be a point of contact and liaise with the landlord regarding matters affecting our building, our employees, the area around our building and business park.
- Work with our external travel partner to ensure new employees are set up and book travel, hotel accommodation, car rental and taxis for employees and visitors, as and when required.
- Manage meeting rooms, including arrangement of food and refreshments, as and when required.
- Ensure the meetings rooms are kept to a high standard at all times.
- Raise purchase orders and place orders for non-stock items, e.g. packaging materials for the warehouse.
- Create and manage client and supplier agreement files, client project files and other company confidential files.
- Support the General Manager, when required.
- Able to take on other projects, when required.

## Experience

- Minimum 3 years work experience in an office management capacity
- Experience in facilities management would be desirable
- Previous experience working on office relocation would be an advantage
- Excellent communication skills, both written and verbal
- Excellent use of MS office packages
- Ability to work on own or as part of a team
- Prioritising own workload

## Requirements

- Excellent communication skills with internal and external customers/partners
- Self-aware
- Results focus with attention to detail
- Flexible and adaptable
- Tenacious
- Diplomacy

BAP Pharma are committed to enabling a supportive work environment, which is diverse and inclusive and based on mutual respect. We are proud to employ a diverse range of employees from different cultures and backgrounds.

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.

Our people are our greatest asset, we pride ourselves on the great experience we offer our employees – become a part of our exciting future – come and join BAP Pharma!

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