

Team Coordinator / Administrator - Comparator Sourcing

Location: Marlow, Buckinghamshire, UK

Salary: Competitive base salary + performance-based bonus

Hours: Full Time

Contract Type: Permanent

About Us:

BAP Pharma is 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 continued expansion of our core business operations in UK, Germany and the USA.

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 Coordinator 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.

Key Responsibilities:

- Assist Business Managers with administrative, operational and logistics tasks
- Work directly with clients, suppliers and Medical information departments as required via email and telephone discussions.
- Prepare customer quotations and finalise sales orders.
- Check client purchase orders to ensure correct information is present and as quoted, prepare invoices and complete invoice checklists.
- Request supplier quotations, negotiate prices and prepare purchase orders
- Add new products, clients and suppliers to in-house stock control system
- Collaborate with various internal teams at different project stages to ensure all necessary actions are completed, including coordinating with logistics team for inbound and outbound collections/deliveries
- Update Business Manager on project progress

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Skills & Experience:

- Educated to A level standard or higher (or equivalent)
- Minimum 2 years proven experience in an administrative operational logistics role
- Good use of Microsoft Office (Word, Excel, PowerPoint)
- Strong interpersonal and organisational skills

BAP Pharma is 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!

No agencies please.

To apply for the role of Team Coordinator / Administrator – please click on the link below:

<https://applications.services/applynow/81aa7a4bf52f8a9d?t=7082e743-d77c-4774-803b-1167321482ac&s=Website>