

## PharmaVentures Ltd - Job Description

<b>Position:</b>	Office Manager/PA	<b>Contract Type:</b>	Temp to Permanent
<b>Reporting To:</b>	Executive Assistant to CEO	<b>Location:</b>	Oxford Business Park

<b>Purpose of Role:</b>	PharmaVentures is looking to recruit an experienced Office Manager/PA to provide administrative support to its dynamic corporate advisory team. The ideal candidate will project a professional image and will have experience in high-level client liaison. An excellent eye for detail, ability to prioritise a challenging workload, and previous PA/Office Manager (or similar) experience is essential to the role.
<b>Responsibilities:</b>	<p><b>Diary Management and Hospitality</b></p> <ul style="list-style-type: none"> <li>• Provide support to PharmaVentures’ business development activities by scheduling and diarising client meetings and partnering sessions, with direction from the corporate advisory team.</li> <li>• Provide a professional point of contact for the office; greeting visitors, answering and redirecting calls, managing enquiries, collecting and distributing post.</li> <li>• Scheduling internal and external meetings and international conference calls.</li> <li>• Arranging refreshments and lunches, including team ‘Lunch and Learn’ sessions and other annual social events.</li> <li>• Update the weekly whereabouts tracker.</li> <li>• Organise cards and collection for occasions, staff birthdays/leavers.</li> </ul> <p><b>Administration &amp; Business Development Support</b></p> <ul style="list-style-type: none"> <li>• Support PharmaVenture’s Business Development strategy by providing administrative support to the Marketing Committee; scheduling meetings, drafting agendas, taking minutes and distributing actions.</li> <li>• Facilitate the monitoring of the company project pipeline by entering client, meeting, and project information into the Microsoft Dynamics CRM database.</li> <li>• Proofreading and preparing marketing and BD collateral, including PowerPoint presentations, Information Memoranda, Termsheets, White Papers, press releases, project proposals and Letter of Engagements.</li> <li>• Commissioning ‘tombstone’ artwork, business cards and company stationary from typesetters ensuring adherence to the corporate brand.</li> <li>• Administration and filing of legal documentation (CDAs, contracts etc) and updating the audit spreadsheet accordingly.</li> <li>• Event Management support, booking flights, accommodation and researching prospective clients and contacts and booking appointments during events.</li> </ul>

	<p><b>General Office Administration</b></p> <ul style="list-style-type: none"> <li>• Managing expenses, travel floats and credit card statements.</li> <li>• Managing and purchasing stationery and office equipment supplies; obtaining quotes and managing costs to ensure value for money.</li> <li>• Raising purchase orders in line with the company sign-off procedure.</li> <li>• General IT support for users and liaison with our IT Support Provider.</li> <li>• Website updating and maintenance as necessary.</li> </ul> <p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Organise all aspects of conference travel and accommodation for the corporate advisory team and Managing Directors. including visa applications, flights, transfers, hotel bookings, and conference registrations, whilst managing costs to ensure value for money.</li> </ul> <p>Other ad hoc duties as required by the Company from time to time.</p>
<p><b>Key Skills:</b></p>	<ul style="list-style-type: none"> <li>• Proven administration and office organisational skills.</li> <li>• Excellent time management with ability to prioritise, meet deadlines and work accurately.</li> <li>• Excellent communication skills (written and verbal).</li> <li>• Flexible and resilient team worker.</li> </ul>
<p><b>Qualifications/ IT Skills Required:</b></p>	<ul style="list-style-type: none"> <li>• Excellent IT skills.</li> <li>• Working knowledge of Outlook, Word, Excel, PowerPoint.</li> <li>• Previous experience with Microsoft Dynamics CRM and SharePoint would be desirable.</li> </ul>
<p><b>Experience Required:</b></p>	<ul style="list-style-type: none"> <li>• Demonstratable office administration experience.</li> <li>• Previous experience of travel planning.</li> </ul>

## PharmaVentures Ltd - Global expertise in pharma M&A and licensing

PharmaVentures is a premier transaction advisory firm to the Pharmaceutical and Biotech sectors; a world leader in partnering. M & A deals and strategic alliances. Our unrivalled combination of specialist experience, deal analytics and network of contacts among innovators and large pharma makes us uniquely placed to support businesses in all aspects of deal making and strategic planning.

Our services cover;

- Mergers & Acquisitions
- Valuation (for licensing, acquisitions, divestments, and expert testimonies)
- Licensing (In and out licencing)
- Market entry
- Strategy (commercialisation, deal strategy, due diligence)
- Expert testimony (patent infringement, deal disagreements, taxation, determining damages).

For more information, visit: <http://www.pharmaventures.com>