

CTC are inviting applications for the role of a

Office Administrator/Manager

CTC Clinical Trial Consulting AG, founded in Basel, Switzerland in 1997, is a specialist resourcing organisation, providing flexible resourcing solutions to the pharmaceutical, biotech and CRO industries, with high calibre professional staff to fill both contract and permanent placements in clinical development, data management, statistics, regulatory affairs and medical marketing. CTC is experiencing a rapid growth with an in-house team of 12 and more than 60 people externally.

About the role:

For the purpose of efficiently supporting the in-house team, we are currently looking for a dynamic office administrator/manager. The suitable person will be challenged to ensure a smooth and efficient conduct of relevant tasks as well as continuous compliance and improvement of systems and processes within the organisation. Preferred availability as soon as possible.

Main Responsibilities:

- ✓ Responsible for all office related administrative tasks
- ✓ Participation at weekly office meeting and writing of minutes
- ✓ Responsible for the content and the issuance of the quarterly newsletter
- ✓ Key contact for external vendors, troubleshooting and coordination
- ✓ Administrator of webpage, maintaining company database(s) including monthly reports and statistics
- ✓ IT support and training of in-house employees
- ✓ Ad-hoc support to the Finance & HR function

Qualifications and Experience:

- ✓ Commercial education (KV, Handelsschule)
- ✓ 3-5 years experience in a similar position
- ✓ Bilingual in German and English a must
- ✓ Excellent computer literacy (MS Office, Outlook), IT flair
- ✓ Excellent organisational skills, ability to run several tasks at the same time and work under pressure
- ✓ Flexible approach to work, keep overview and be discrete
- ✓ Excellent communication and writing skills
- ✓ Good team player, sociable, good interpersonal skills

Our offer:

- ✓ Competitive salary package with pension plan and benefits
- ✓ Opportunity to grow in an international environment
- ✓ Opportunity to attend various training courses
- ✓ Excellent working environment and office location in the middle of Basel-Town

Please submit your CV electronically in English to Philippe Näf at: info@ctcon.ch