



Santhera Pharmaceuticals (SIX: SANN) is a Swiss specialty pharmaceutical company focused on the development and commercialization of innovative medicines for rare neuromuscular and pulmonary diseases with high unmet medical need.

For further information, please visit the Company's website [www.santhera.com](http://www.santhera.com)

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as

### **Administrative Coordinator**

**Starting date: April 2024**

**Location: HQ Pratteln (CH)**

#### **Who you are**

We are looking for outgoing Assistant Coordinator with exceptional organizational skills, a positive attitude and a strong commitment to join our team.

#### **Scope of Work**

As an Administrative Coordinator you will provide comprehensive administrative support to the Executive Management and across the organization, maintaining smooth operations, and aiming to optimize and ensure overall effectiveness of our daily business activities.

This role reports to the CEO-Assistant/Head Management Support and will collaborate closely with internal functions such as Medical Affairs, Clinical Operations, Technical Development, and Regulatory Affairs and Affiliate teams.

#### **The core responsibilities are:**

- Provides support to the CEO Assistant with senior management team as required
- Provides comprehensive administrative support to management, ensuring seamless day-to-day operations
- Organizes and plans international business trips incl. sourcing and booking flights, arranging visas, booking hotels and transfers, handles reservations and provides on-site support, if required
- Supports teams logistically in events and congress planning, internally, and, upon request by responsible manager, on-site
- Organizes and supports company event planning and Annual Shareholder Meeting
- Handles phone calls and office inbox, visitors/badges, setting up of meetings, conferencing and

catering, courier/deliveries, monitor office-supplies inventory, purchases, maintenance and basic vendor relationship management

- Performs basic bookkeeping activities and update the accounting system
- Acts as the central point of contact for maintenance, shipping, supplies, and errands
- Assists with employee onboarding.

### **Required Background and Experience:**

- Proven experience as a Team Assistant/Executive Coordinator or in a similar role
- Proven experience (3-5 years) in a similar role and at ease with interactions with various stakeholders; preferably a background in Pharma industry and multi-cultural environment
- Fluent verbal and written language skills in English and German, any additional language is an advantage
- Outstanding knowledge of MS Office, “back-office” and accounting software’s
- Advantage: Concur, Continua, KABA, Visio, Vistrax, SAP – Employee Success Factors, Canva
- Experience in customer service or stakeholder relations is a plus
- Knowledge of basic bookkeeping principles and office management systems and procedures

### **Required Competencies:**

- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Adaptability to multicultural environment

For this position, the relevant working/residency permit or Swiss/EU-Citizenship is required.

If you are interested in a multicultural, challenging, and innovative working environment and your profile matches our requirements, we are looking forward to receiving your online application in English via LinkedIn or please email it to [career@santhera.com](mailto:career@santhera.com).

### **Strictly no agencies**

Recruitment agencies are kindly invited to refrain from sending to Santhera unsolicited CVs.