



Commercial Assistant UK/IRE

At Cordis, we aim to be a trusted partner, offering a broad range of innovative solutions that help our customers provide cost-efficient, more effective healthcare. Join our team of humble partners striving each day to make healthcare more efficient, providers more effective, and patients as healthy as possible.

We are currently looking to recruit a Commercial Assistant for the UK/Ireland. This role is based in our office in the UK and reporting to the Commercial Operations team & Cluster leader. This role will incorporate two main areas. Project management support for all customer contracts in the UK/IR as well as administrative support for day-to-day business functions, for example marketing and education.

You will be responsible for, but not limited to, the following.

Essential Functions & Responsibilities

Commercial Operations Team

- Ability to work as part of a project team and provide timely follow up and metrics against project steps
- Effective communication (both internally and externally) on behalf of the bids, tenders and pricing team for all matters related to contracts
- Effectively work with legal team to manage communications externally
- Develop processes/checklists to ensure appropriate filing of all required documentation for contract novation.
- Support set up of share points and online tender portals for Cordis, and develop data bases to manage business needs
- Cross functional working to identify and obtain necessary certification and documentation for Cordis.
- Manage tender related inboxes and develop new inbox requirements where necessary

Business Administration

- Provide administrative assistance to the commercial organization & the Cluster Leader, UK/IRE/Nordics
- Provide marketing support, including report preparation, presentations, creating e-mail marketing listings, campaign launches and follow-up, organizes congresses and workshops
- Conduct Admin Induction for new starters
- Organize logistics of all trade fairs and congresses (marketing materials preparation, banners, stands contracts signing and bookings)
- Advocate and monitor cost containment/reduction though proactive advice on travel, hotels, meetings.
- Invoice processing – UK/IRE region payments (via SAP by Design or TWA entries); handling all the costs of UK Office
- UK/IRE/Nordic activities, educational events such as workshops and educational grants; cooperation with Clinical Education and Training dept to enter all kinds of activities across region.
- In reference to above events lead on all administrative tasks linked to medical education events, by communicating with internal and external stakeholders ensuring a world class process for all



Qualifications & Experience

- Education: Bachelor's degree - Scientific, economic subjects or humanities preferred or equivalent culture/knowledge
- Ability to be office based 3 days per week as a guide
- Ability to work independently with a high competency in time and priority management
- Ability to work cross functionally
- Self-motivated, willing to learn and develop a career
- Able to work alone, but also as part of a team
- Effective experience in software programs (Word, Excel, PowerPoint)

This role is an initial 12 month contract, but the right candidate will have the ability to progress there career in commercial functions as well and sales and marketing if desired.