

IMS Health & Quintiles are now



6 months internship – Administrative Assistant

Would you like to work in a very dynamic intercultural environment – being the first contact to internal/external stakeholder – feeling comfortable in an alive hub function supporting various business partner, using your fluent English knowledge daily? Then we look forward to receiving your application.

Responsibilities

- Performing diverse advanced secretarial and administrative duties independently
- Organizing meetings, interviews as well as phone conferences
- Supporting management in various administrative tasks (organizing team events, managing mobile subscription, travel arrangements, expenses etc.)
- Ordering refreshments and office supplies
- Annual leave recording, preparing lists for accruals
- Securing and maintaining a high service culture and customer satisfaction
- Maintaining phone service, post and courier services

Essential Qualifications

- Student of Economy, Business Administration or related degree course
- Advanced Microsoft Word, Excel and PowerPoint knowledge
- Fluent in English and German (spoken & written)

Personal Skills

- Strong communication and organizational skills
- Ability to work independently, confidentially, with a proactive approach
- Team player, motivated, committed and a reliable personality with hands-on attitude
- Sense of responsibility and ability to work under pressure

We look forward to receiving your application

Preferable start date: April 2018

CV should be in English

Job Location: Basel

IQVIA™ is a leading integrated information and technology-enabled healthcare service provider worldwide, dedicated to helping its clients improve their clinical, scientific and commercial results.

We dedicate our experience, resources and reputation to help our clients drive healthcare forward. Our talented ~ 55,000 employees are driven, insightful and deliver a better way of doing things so that our clients can continue to deliver true breakthroughs while taking on more complex diseases.

At IQVIA™, we know that meaningful results require not only the right approach but also the right people. Regardless of your role, you'll have the opportunity to play an important part in helping our clients improve patient healthcare.

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