



TILLOTTS PHARMA

Who we are

Tillotts Pharma (www.tillotts.com) is a fast-growing **international speciality** Pharma company located **outside of Basel** employing approx. 300 employees in Switzerland and abroad. We are dedicated to the development, in/out-licensing and marketing of innovative pharmaceutical products in the field of gastroenterology. We successfully market our own products as well as in-licensed products in **over 60 countries** through our affiliates as well as a network of carefully chosen licensing- and marketing partners. We are engaged in close collaborations with pharmaceutical research centres and universities.

GI-health is our passion™

To be located at our HQ in Rheinfelden, we are looking for a **Senior Commercial Operations Assistant**

Your tasks

- Provide assistant support to the Commercial Operations group (supporting approx. 15 people)
- Meeting organisation, organize full introduction process for new employees (set up introduction program, meetings etc.)
- Create presentations and graphs, assist with Excel file updates and maintenance and administration of brand websites
- Responsible for travel organisation (train, hotel, flight reservation) and upon request, arrangement of visas for the travellers
- Plan, coordinate and manage external and internal Commercial Operations events in close collaboration with internal & external stakeholders
- Responsible for material ordering; obtain quotes, order & dispatch of material (marketing and promotion material, brochures, banners etc.)
- Provide suggestions for stream-lining processes

Who you are

- Commercial apprenticeship (KV) or similar in the field of marketing
- More than 2 years of experience as a senior assistant
- Excellent communication skills in English (written and spoken), German is a plus
- Strong team-player, service-oriented with organisational talent
- Excellent use of MS Office (Power Point, Excel and Word)
- Reliable and able to work independently as well as precisely, also under time pressure
- Hands-on and adaptable personality

Who to contact

If you are interested in this challenging position, please send your job application by e-mail to: recruitment@tillotts.com

TILLOTTS PHARMA AG

Human Resources, Baslerstrasse 15, 4310 Rheinfelden