

## Senior Administrative Coordinator

Astellas Pharma Canada is currently searching for Senior Administrative Coordinator.

### Description

Responsible for administrative support to the Sales, Marketing and Sales Operations departments as assigned. Assists with, creates, and provides information/reports for Director as required. Acts as a liaison to coordinate Director's activities. Effectively manage and provide support for all administrative tasks and APCA process support for the Sales Department and Sales Operations. Responsibilities include calendar management; document and presentation production/editing; travel logistics; effective internal and external meeting planning and management; conference management; expense report management; budget tracking and maintaining files and documentation.

Responsible for the management of the Marketing Material Review process, inventory of all promotional materials and sample ordering/inventory management process.

Responsible for the weekly mailing to all Product Specialists and Sales Management, Sales Training Resource Library, CHE and business plan documentation and overseeing the DocuSign process for Sale and other Sales records.

### Essential Job Duties

1. Provides administrative support to Director, Commercial Operations and Product Managers as assigned. This includes preparation of powerpoint presentations, meeting support, ordering materials, obtaining publications etc.
2. Provides administrative support to Sales Manager(s) and Product Specialists as required. This includes mailings, announcements, assisting with medical education meetings or regional sales meetings, powerpoint support, maintaining the vacation schedule etc. Prepares weekly mailing to all Product Specialists and Sales Management.
3. Administers the Marketing Promotional Review process both internally and with appropriate agencies, triaging the movement of materials through the approval process, adhering to timelines and maintaining appropriate files and documentation.
4. Administers the promotional inventory process by generating inventory codes within 24 hours of Product Managers request. Liaise between agencies/vendors for incoming items; notify warehouse of shipment to ensure item is added to inventory within 48 hours of receipt. Maintain the ordering website & ensure products are added and deleted from the website accordingly. Upload images and product descriptions to ensure items are current. Alerts Product Managers if new inventory has to be produced. Works closely with assigned product manager and agency. Trains Product Specialists on use and maintenance of promotional inventory system.

5. Administers the Sales and Marketing Purchase Order process. Alerts product managers if invoicing is incorrect, a budget has been exceeded, an updated P.O. is needed etc. Provides feedback to Sales and Product Managers should any concerns arise over their budgets. Liaises with finance to ensure invoices, purchase orders, accruals, documentation and budgets are appropriately submitted and monitored to ensure accuracy.
6. Oversees the DocuSign Process for Sales including system and process training, cheques requisitions and honoraria requests from the salesforce and managers. Obtains necessary approvals. Alerts managers when problems arise or documentation is incomplete. Responds to finance queries and obtains further back-up information if needed. Distributes cheques when received from Finance.
7. Oversees the sample distribution process for the Urology team on a monthly basis: including communication of required quantities is completed and sent to customer service the last week of each month. Liaises with finance to ensure invoices, purchase orders, accruals, documentation and budgets are appropriately submitted and monitored to ensure accuracy. Weekly courier, day-to-day adhoc, collate CHE evaluation forms and - liaise with Medical.
8. Coordinates internal meetings for Marketing and Sales when required, provides support to the Meeting and Conference Specialists for all other meetings and conferences. Prepares presentation material, reports, invitations and customer mailings. Attends relevant meetings as requested.
9. As the departmental Records Coordinator, assists in the achievement of corporate records and information management objectives by actively promoting information management activities at the departmental level.
10. Assists on special projects within area, trains others in specific tasks, and performs other duties as assigned.

### **Required Qualifications**

- High School Diploma
- Minimum 5 years administrative experience
- Excellent written and verbal communication skills
- Demonstrated ability to work independently and in a team environment while demonstrating high ethical standards and enthusiasm
- Excellent organization, prioritization, time management and project management skills with ability to multi-task to meet deadlines
- Advanced computer skills and excellent proficiency in Microsoft Office.

### Preferred Qualifications

- College diploma
- Pharma and Marketing/Sales administrative experience, preferable at a senior level
- Computer experience - Customer Relationship Management Database

If your skills and experience match our needs, please email your resume to:  
[employment@astellas.com](mailto:employment@astellas.com).

Astellas Pharma Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

*No telephone inquiries, in-person applications, or agencies please. While we appreciate all applications, only candidates under consideration will be contacted.*