



We are looking for a
CHIEF OPERATING OFFICER

 Riga, Latvia

Apply now!

 cv@inpharmatis.com

 +371 6721 0500

Reach new heights
by joining us!

What we do?
Inpharmatis offers
the full breadth of
pharmacovigilance,
regulatory affairs,
eSolutions, GxP
audits, and market
access services.



We are looking for an experienced Chief Operating Officer who will serve as an integral member of the senior management team, providing the leadership and management to ensure proper operational oversight, administrative and reporting procedures as well as operational efficiency.

Educational Requirements & Work Experience

- A master's degree in finances, business administration, or equivalent field.
- 5+ years of experience and a prior track record of success at a fast-paced company.
- Proven success in defining, establishing, and profitably leading business development and solution delivery.
- Strong execution of functional skills to ensure excellent delivery.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- High level of written and oral communication skills (Latvian, English and Russian).
- Strong problem solving and decision-making skills.

What we offer:

- Competitive salary;
- Fast-growing organisation with international experience;
- A dynamic and inspiring working environment.
- Package of cooperative benefits

Duties and responsibilities:

- Oversee the day-to-day operations of business.
- Develop, in collaboration with the CEO and the Executive team an annual operating plan that supports the Company's mid and long-term operations strategy.
- Keep the CEO fully informed in a timely and candid manner of the conduct of the day-to-day operations towards the achievement of its established goals.
- With respect to operational matters, ensure communications, resolution of issues and project development.
- Foster a corporate culture that promotes ethical practices, customer focus and service and encourages individual integrity.
- Assess and manage the principal risks of the Company's business within operations (Business development, proposals, projects and staffing).
- Help create scalable processes for project implementation with new methods, collaborating with team members to optimize current processes.
- Perform other functions related to the office of the COO or as may be requested by the CEO.

Please apply with your CV to:

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