



## We are looking for a **OFFICE MANAGER** IN RIGA, LATVIA

### Apply now!

✉ [cv@inpharmatis.com](mailto: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 energetic professional who doesn't mind wearing multiple hats, is experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision.

If you are well organized, flexible and enjoy the administrative challenges of supporting an office within multicultural environment, please, submit your CV at [cv@inpharmatis.com](mailto:cv@inpharmatis.com).

## EDUCATIONAL REQUIREMENTS & WORK EXPERIENCE

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills (Latvian, English, Russian)
- Strong organizational and planning skills
- Proficient in MS Office

## WHAT WE OFFER:

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

## DUTIES AND RESPONSIBILITIES:

- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved;
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems;
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office;
- Handling and overseeing all travel arrangements (air, lodgings etc.) and operations;
- Establish and monitor procedures for record keeping;
- Participate actively in the planning and execution of company events.

Please apply with your CV to:

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