

A modern and ambitious international pharmaceutical consulting company invites you to join its team!



We are looking for a
OPERATIONS ADMINISTRATIVE ASSISTANT
in Riga, Latvia

Operations Administrative Assistant will provide clerical and administrative support to departmental Managers, and assist in coordinating all aspects of daily operations, including recording and reporting data.

Essential Duties and Responsibilities:

- Manage Operations related document flow
- Assist with the processing of financial documents
- Organize internal and external meetings, issue the meeting minutes
- Assist in Customer service management
- Translate Operations related documents
- Assist in the implementation of internal Operations projects

Experience, Skills and Knowledge:

- High School diploma with 1 – 2 years of administrative experience (may be last year student)
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to work independently to meet expected deadlines and schedules
- Strong verbal and written communication skills.
- Fluent Latvian, English, Russian (Ukrainian will be considered an advantage)
- Excellent numerical skills in basic finance tracking

What we do?

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

We offer



Health insurance after the Probationary period



Interesting, dynamic work in the international business environment



Career growth in the Pharmacy industry



Team building and other motivational events



Salary starting with 1000 EUR gross, evaluating your experience and contribution to the further growth of the company



Annual salary reviews

Apply now!

cv@inpharmatis.com || +371 6721 0500

We will contact only those candidates who will be invited for the interview!