



Title: Junior Office Assistant and IT Support

Operational Relationships:

Reporting to the HR & Office Manager, Accountable to the Operations Director

Job Description

Bova Specials UK Limited (Bova UK) is a manufacturer of veterinary medicines that is regulated by the Veterinary Medicines Directorate (VMD). Bova UK holds a ManSA license (Manufacturer 'Specials' Authorisation- (Veterinary) to manufacture sterile and non-sterile products.

The stringent regulations set out by the Veterinary Medicines Directorate (VMD) is testimony to the quality of medications produced at Bova UK. The well-established quality culture ensures that the business remains compliant with current Good Manufacturing Practices (cGMP) and Good laboratory practices (GLP).

The Bova UK team are led by experienced professionals in the pharmaceutical manufacturing industry.

Autonomy to develop in the specified role is a key differentiation of working within a rapidly expanding company where your contribution is shaping the future of the business.

Self-determination and continuing education is vital for the development of the business and its individuals to ensure an effective working culture. We are looking for candidates who will champion their role and bring new ideas and concepts to drive innovation.

Salary packages are designed to commensurate employees for their skill set and contribution to Bova UK and include the Pension, health insurance, and other benefits such as discount memberships to third party service providers including gym membership.

Qualifications: In order complete duties successfully the applicant must be able to perform the roles outlined below to the satisfactory level and have obtained the necessary qualifications.

Main Duties & Responsibilities:

This job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list. It may therefore be varied so that changing needs of the role can be met in consultation with the post holder.



Office:

- Coordinate and schedule appointments and meetings and take minutes when required.
- Assist in the initial orientation of newly hired employees (site tour, issuing of equipment etc)
- Greet and sign in visitors to Bova UK HQ and connect them with the appropriate party (issue security pass, permit to work etc)
- Assist the HR & Office Manager with the general running of the office
- Receive and route incoming mail and process outgoing mail
- Keep a safe and clean reception area by complying with procedures, rules, and regulations.
- Maintain office supplies inventory and distribute accordingly
- Assist with arranging social events.
- Perform other administrative tasks, including updating and sorting files (both hard and electronic), drafting and proofreading correspondence, conducting research and gathering quotes
- Other miscellaneous tasks.

IT:

- Onsite User Support
- Remote User Support
- Email and 2FA Setup
- Maintain hardware inventory
- Software inventory and licensing
- Backup / Restore – DR maintenance
- Computer Setup & Relocation
- Printer management
- Software/System updates testing



Person specification – Junior Office Assistant and IT Support

Attribute	Essential	Desirable
Education and Qualifications	Education to A Level or equivalent	
Skills and Abilities	<p>Good oral / written communication skills. Good numeracy skills. Good time management skills. Must be methodical and pay attention to detail. Demonstrated ability to work to set procedures & processes Able to work independently and as a team member. Able to work under pressure accurately. Able to sit or stand in a restricted position at a workstation for periods of the working time Able to prioritise and organise routine daily tasks using own initiative Able to clearly and accurately complete routine documentation Good manipulation skills. Good IT skills including email, word processing, spreadsheets and data entry</p>	
Experience	Transferable skills from current post or previous experience.	
Personal Qualities	<p>An interest in helping animals Punctual, honest, reliable. Polite and diplomatic. Motivated Adaptable & flexible</p>	interest in working in the pharmaceutical industry

Title: Junior Office Assistant and IT Support
Publication: 31 March 2021

Version 1



Employee Name

Date

Employee Signature

Date

Supervisor Signature

Date