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Operational Specialist

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Company: ADVANZ PHARMA

Location: Chicago

Category: other-general

Job Title: Operations Specialist Location: Chicago About ADVANZ PHARMA ADVANZ

PHARMA is a global pharmaceutical company with the purpose to improve patients' lives by providing the specialty, hospital, and rare disease medicines they depend on. Our ambition is to be a partner of choice for the commercialisation of specialty, hospital, and rare disease medicines in Europe, Canada, and Australia. In line with our ambition, we are partnering with innovative biopharma and pharmaceutical development companies to bring medicines to patients. Headquartered in London, UK, we have c700 employees based across more than 20 countries, including key countries in Europe, the US, Canada, and Australia. Our Centre of Excellence in Mumbai, India, as well as an established global distribution and commercialisation partner network complement our global operations. ADVANZ PHARMA's product portfolio and pipeline comprises innovative medicines, specialty generics & biosimilars, and originator brands. Our products and pipeline cover a broad range of therapeutic areas, including hepatology, gastroenterology, anti-infectives, critical care, endocrinology, CNS, and, more broadly, rare diseases. We can only achieve our ambition with the passion of our dedicated and highly qualified people, acting in line with our company values of entrepreneurship, speed, and integrity.

Key responsibilities: Operations Support management and deployment of lasers, fibers and patient kits Shipping, tracking, supplies procurement on time laser calibration and Sunshine Act compliance shipping vendor Order generation legacy products logistics and shipping arrangements Quality release of legacy products Sales Support o Manage inventory and shipment of promotional, marketing and all other supporting materials for the commercial sales team members o

Manage field requests and communications via email and phone (of sales & sales resources)

- o Laser management items for shipment (40 – 80 lbs.) of equipment (40 – 80 lbs.) shipments and confirming delivery
- device verification of supplies and materials
- Fedex and courier logistics support and coordination
- PDT Academy and Trade Shows Coordinator
- o Manage the logistics for PDT Academy meetings including venue selection and negotiation, venue setup, recruitment tracking, travel planning, and on-site meeting activities.
- o Trade shows Conferences, NSM's, Webinar
- o Manage medical conference display booth logistics (design, shipping, setup)
- o Shipping of appropriate marketing materials, accessories, and necessary resources
- o Participant itinerary support for Academy and other Pinnacle-sponsored events
- o Conference exhibit booth coverage
- Travel about 25%

All other tasks/projects as assigned.

About You We are looking for highly motivated individuals who are passionate about making a meaningful difference to patients' lives. For this role, you will also have the following:

Qualifications: Bachelor's degree in Supply Chain, Operations, Business OR HS diploma with at least 2 years' relevant experience

Experience & Competences: At least 1 year experience in a highly matrixed environment

Able to lift 40-80 lbs

Some knowledge & understanding of DSCSA (Drug Supply Chain Security Act) (but can be learned)

Experience in event or trade show planning, coordination

Experience in inventory management

Knowledge & Skills: Proficient in Windows 365

Ability to communicate with both internal and external customers

Ability to collaborate and engage with management/leadership

Personal Qualities: Organized "Can do" attitude

Coachable

Attention to detail

Highly motivated and self-driven

Problem solver

Flexible

Why ADVANZ

PHARMA? The success of any company is driven by its people, and we are no different. At ADVANZ PHARMA, we believe in empowering our people to be entrepreneurs and embrace challenges to enable personal and company growth in an agile and fast-paced environment. We strive to do that inclusively and responsibly, treating all employees with integrity whilst rewarding outcomes and impact. Our teams are made up of people from all walks of life and backgrounds. We thrive in an environment where uniqueness is celebrated, but we are all united by the same passion to help improve patients' lives by providing the specialty and hospital medicines they depend on. As a business, we like to tap into new ideas and fresh perspectives. So, if you join us, you'll be empowered to own your work, explore new possibilities and make things happen. But there's more to you – and us – than just work, which is why our culture, vision and values are so high on our agenda. We believe in gender equality and actively encourage women into senior roles – we have an active ADVANZ

PHARMA Women's Network; almost 40% of our managers are women. We work hard to recognise and reward talent, and we actively promote from within - last year, approximately 25% of our people across the company achieved promotions. In addition, we recognise talent with our annual Impact Awards, in which our top performers are rewarded for their hard work and dedication. We offer flexible, agile working options, and you will also enjoy a highly competitive salary and benefits package. To join us on our exciting journey, Apply now! * *Please include a CV and Cover letter.

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