

Team Assistant

Company description

Dolon is a leading strategic market access consultancy that specialises in supporting clients with their pricing and reimbursement strategy, creating value communication materials and shaping policy for medicines to treat rare and severe diseases. We have an exciting client base of global pharmaceutical companies with innovative and important portfolios of medicines. Working in close partnership with our clients, we help them to demonstrate the value of their products to payers and other key decision makers. We also help clients identify and articulate policy issues and use creative, evidence-based approaches to engage a diverse range of stakeholders in constructive exchanges of ideas and perspectives in order to achieve common ground in advancing patient access to treatments for rare and severe diseases.

Headquartered in London with team members across Europe and in the US, Dolon is a dynamic, fast-growing company with a strong reputation and a bright future.

This is a full-time role based in Dolon's London office (near Liverpool Street), the Team Assistant is expected to work 5 days a week in the office.

Role description

The Team Assistant will be responsible for carrying out administrative tasks for Dolon's Executive Committee (6 people), booking travel for the wider company, and ensuring efficient day-to-day operations of Dolon's offices. This is a role for a proactive individual who enjoys multi-tasking, embraces flexibility and is able to adapt to the changing operational needs of a growing company.

The Team Assistant will report to the Finance & Operations, Senior Manager.

Key responsibilities

- Booking all of Dolon's business travel, keeping diligent records of trips taken and dealing with any last-minute changes.
- Support the Executive Committee with administrative tasks such as booking meetings, timesheets, holiday leave requests and expense claims.
- Carry out ad hoc tasks for the Executive Committee such as restaurant bookings or purchasing requests.
- Liaise with Dolon serviced office managers for any facilities related issues.
- Assist with searches for any new Dolon office locations (serviced offices), supporting activities associated with setting up or moving offices.
- Prepare meeting rooms, assisting with IT set up and managing any food orders/deliveries.
- Monitor and purchase office supplies as needed, such as stationary, ergonomic equipment or additional desks.

Experience, knowledge and qualifications

- Good computer and IT literacy including experience working with M365; especially Outlook, Excel, and PowerPoint.

- Previous experience in a PA/Team Assistant role within a professional services organisation desirable.

Skills

- Excellent interpersonal skills – able to communicate clearly and effectively at all levels
- Can-do attitude and ability to approach all tasks with energy and enthusiasm
- Ability to multitask and prioritise workload
- Discretion in handling confidential matters
- Punctual and reliable

Personal traits

We place particular importance on emotional intelligence and the ability to get along with other people – Empathy, Flexibility, Positivity, Honesty & Transparency and Excellence & Innovation are important values at Dolon.

Diversity and inclusion

Dolon is committed to recruiting, developing and retaining a diverse team of employees that represent our culture, values and reputation. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, sexual orientation, age, marital status, disability, or gender identity.

How to apply

Please send a CV and cover letter to recruitment@dolon.com (no recruiters, please).