

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is currently looking for **Office administrator** to join the team in **Kaunas**.

Role responsibilities:

- Develop and ensure effective document management system (registration, distribution, etc.);
- Handle incoming and outgoing correspondence;
- Greet the guests and administer Company's e-mail box and phone;
- Assist colleagues and executives with administrative tasks;;
- Ensure the efficient office supplies and order other stock/services needed
- Supervise contracts by monitoring the validity, execution as well as amendments, extension/termination and inspection;
- Take care of front desk, conference rooms;
- Contribute to the positive Company image by following Company's values and ethical rules.

Role requirements:

- University degree;
- At least 3 years of successful work experience as an office administrator;
- Document preparation and management skills;
- Document preparation and archiving legislation knowledge;
- Fluent English and good Russian language skills;
- Excellent knowledge of MS Office;
- Proactivity, ownership and strong organizational skills.

In Biomapas, you will find a supportive work environment with a guarantee for professional and personal development, as well as a competitive salary, benefits and many more initiatives that will make your daily office life comfortable.

Please apply to cv@biomapas.com

Thank you for your attention.

Be kindly informed that only selected candidates will be contacted.