



Back Office Manager

(f/m/d)

Acnos Pharma provides nonclinical and clinical supply services to companies around the globe. Whether a customer is looking for a comparator, reference drug, Investigational Medicinal Product (IMP), co-medication, rescue therapy, or controlled drug, Acnos Pharma is ready to meet customers' demands with innovative solutions. Apply today to become part of our professional, driven and young team.

POSITION/WORKPLACE

- » Back Office Manager (full-time/40 h) for our Berlin Office

RESPONSIBILITIES

Handling and maintenance of the inventory management system:

- » Document maintenance
- » Creating orders
- » Creating and checking shipping documents
- » Creating and checking invoices
- » Processing of incoming returns
- » Preparing credit and debit notes

Close communication with the warehouse and QA department:

- » Qualification of new customers and suppliers
- » Monitoring qualification status
- » Monitoring and processing complaints

Close communication within the Acnos Group:

- » Communication with the key personnel of the group pharmacy and compounding center

- » Independent inventory control
- » Submitting orders, monitoring incoming goods
- » Preparing and submitting the shipment documentation

Office organization and support of the management:

- » General office administrative tasks
- » Ordering office material
- » Planning and booking of travel arrangements
- » Monitoring and controlling of office-related contracts
- » Prepare meetings and issue final meeting protocols

EXPERIENCE

- » Completed professional education
- » Experience in administrative work
- » Experience in working with IOS

SKILLS

- » Excellent communication skills in German and English
- » Very good team working skills
- » Attention to detail and ability to work simultaneously on multiple priorities whilst delivering to timelines