

## Business Operations Associate

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Company: Astellas Pharma Inc.

Location: Poland

Category: computer-and-mathematical

**Description** Business Operations Associate About Astellas: At Astellas we are a progressive health partner, delivering value and outcomes where needed. We pursue innovative science, focussing initially on the areas of greatest potential and then developing solutions where patient need is high, often in rare or under-served disease areas and in life-threatening or life-limiting diseases and conditions. We work directly with patients, doctors and health care professionals on the front line to ensure patient and clinical needs are guiding our development activities at every stage. Our global vision for Patient Centricity is to support the development of innovative health solutions through a deep understanding of the patient experience. At Astellas, Patient Centricity isn't a buzzword - it's a guiding principle for action. We believe all staff have a role to play in creating a patient-centric culture and integrating an awareness of the patient into our everyday working practices, regardless of our role, team or division. We work closely with regulatory authorities and payers to find new ways to ensure access to new therapies. We deliver the latest insights and real-world evidence to inform the best decisions for patients and their care-givers, to ensure the medicines we develop continue to provide meaningful outcomes. Beyond medicines, we support our stakeholder communities to drive initiatives that improve awareness, education, access and ultimately standards of care. About this role As the Business Operations Associate, your primary responsibility will be to provide operational and process support to Commercial function. You will serve as an expert in internal administrative processes and procedures, ensuring smooth execution in accordance with established standards. In this role, you'll need to exercise your own judgment to efficiently map out, prioritize, and structure a varied workload,

guaranteeing smooth operations and optimal support for the team. Hybrid Working: At

Astellas we recognise that our employees enjoy having balance between their professional and home lives. We are proud of our hybrid approach which empowers you to have flexibility on whether to work from home or in the office. In this role you will:

Provide ongoing support and ensure compliance control for all operational procedures, including financial, compliance, and organization-specific protocols within the Commercial Area.

Serve as an expert in administrative processes and procedures, ensuring smooth execution in accordance with established standards. Offer guidance and support to employees as needed.

Coordinate the circulation and archiving of departmental documents, including orders/offers to external contractors, contracts, invoices, and financial documents. Collaborate with superiors to monitor budget and expenses, generating regular finance reports.

Organize business travels & meetings in compliance with company procedures and travel specifications.

Controlling ongoing execution and compliance on all operational procedures including financial, compliance and organization.

Essential Knowledge & Experience:

Experience in office administration and admin support.

Ability to work independently and collaboratively in a team environment.

Strong customer service orientation.

Excellent communication skills, including written, verbal, and presentation abilities.

Proficiency in planning, organizing, and prioritizing tasks effectively.

Knowledge of English for fluent communication.

Additional information

This is a permanent full-time position.

Position is based in Poland.

This position follows our hybrid working model. Role requires a blend of home and

minimum 2 days per week in our Warsaw office. Flexibility may be required in line with business need.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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