

Facility Administrator

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Company: AstraZeneca

Location: Warsaw

Category: other-general

ROLE: Facility Administrator

Location: Warsaw, hybrid work

At AstraZeneca, we are guided in our work by a strong set of values, and we're resetting expectations of what a bio-pharmaceutical company can be. By truly following the science, we pioneer new methods, new thinking and bring unexpected teams together. From scientists to sales, lab techs to legal, we're on a mission to turn ideas into life-changing medicines that transform lives. We need great people who share our passion for science and have the drive and determination to meet the unmet needs of patients around the world. If you're swift to action, confident to lead, willing to collaborate, and curious about what science can do, then you're our kind of person.

Site Management Services (SMS) performs high level administrative support and administrative duties across Warsaw Site.

Duties:

Team support in maintaining the AstraZeneca office as a Great Place to Work

Planning and troubleshooting in the office

Carrying out day-to-day office tasks

Ensuring continuity of processes in the office

Ongoing support for AstraZeneca employees

Planning and controlling selected expenses related to the office

Taking care of acting by sustainability

Requirements:

Excellent time management, organizational and interpersonal skills

Excellent communication skills, proven by the ability to work effectively with others at all levels of the organization and also externally

Demonstrated ability to work successfully in a team environment

Ability to exercise considerable discretion, tact and diplomacy

Demonstrated abilities to take the initiative to respond to constantly evolving priorities

Ability to work in a team with many internal clients

Ability to quickly deliver the results of your work

Demonstrates a can-do approach and ability to learn new skills

Administrative experience is an advantage

Experience with basic IT systems (MS Office, SAP)

Good knowledge of spoken and written English

Next Steps – Apply today!

What you can expect: great working atmosphere empowering you to reach your full potential, endless development opportunities and benefits like: medical & life insurance, lunch card, annual bonus, education cost reimbursement, occasional allowances (Christmas, holiday), Multisport, anniversary awards, additional time off, pension plan, business travel insurance, recognition programme, flexible working hours.

AstraZeneca is an equal opportunity employer. AstraZeneca will consider all qualified applicants for employment without discrimination on grounds of disability, sex or sexual orientation, pregnancy or maternity leave status, race or national or ethnic origin, age, religion or belief, gender identity or re-assignment, marital or civil partnership status, protected veteran status (if applicable) or any other characteristic protected by law. AstraZeneca only employs individuals with the right to work in the country/ies where the role is advertised.

Date Posted

17-Apr-2024

Closing Date

05-May-2024

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