

Operations Support Specialist

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Company: Novocure

Location: Poland

Category: computer-and-mathematical

Novocure is a global publicly-traded commercial-stage oncology company developing a profoundly different cancer treatment therapy called tumor treating fields (TTFields) for patients with solid tumors. TTFields therapy is a non-invasive, novel, antimitotic treatment modality which utilizes proprietary technology attempting to slow or reverse tumor progression by inducing tumor cell death. Novocure's commercialized product, Optune, is approved for the treatment of adult patients with glioblastoma (GBM) in the USA, Europe and Israel. Novocure has ongoing or completed clinical trials and is further expanding its efforts into several other solid tumor indications - non-small cell lung cancer, pancreatic cancer, ovarian cancer and other types of solid cancers.

Novocure Poland is our newest office opening in Europe and you will be part of a global business services team supporting multiple business functions including finance and payroll and located in Krakow. The global business services organization within Novocure Poland is critical to Novocure's efforts to drive process efficiency, standardizations and drive greater business value as the company prepares for future growth.

To support our team in Krakow, Poland we are looking for an:

Operations Support Specialist

In this role as Operations Support Specialist I you will be part of our new and growing team in Krakow, Poland. Reporting to the Supervisor, Operations Support you will be responsible for organising and ensuring the integrity of compliance usage reporting documentation that supports all key department processes. This position will be responsible for collaborating with and supporting internal and external customers.

Your responsibilities:

Responsible for reviewing compliance data

Responsible for compiling, uploading, reviewing, validating and distributing accordingly, usage reports and data

Performs error tracking and documentation

Communicates with internal and external customers to ensure usage data files are available and processed in a timely manner

Monitoring incoming communications and coordinates with appropriate team members to provide usage data needed in urgent cases

Your profile:

Experience in healthcare or in an administrative role

Familiarity with basic medical and insurance terminology preferred

Familiarity working with CRM and documentation Management systems preferred

Familiarity with SAP

Extremely detail oriented

comfortable working with large data sets

Knowledge of data sensitive regulations a plus

Familiarity with Microsoft Office

Excellent command of the English language required

Additional language skills in French preferred

Benefits :

Financial

Performance related bonus

Life Insurance

Lifestyle

Free fruit & cookies delivered for office staff

Multisport card

Health

Private Medical care

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