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## Job Description

Please fill in this form and save it as described in SOP 000151.

Background information			
<b>Name of employee:</b>		<b>LEO-id:</b>	
<b>Job Description no. :</b> <i>(if applicable e.g. 1 or 1.2 – version, edition)</i>			
<b>Internal title:</b> <i>(E.g. Non-manager, Head of Section, Head of Department, Director, VP etc.)</i>	Medical Division Administrator		
<b>External title:</b> <i>(only required if the title is different from above)</i>			
<b>Department name:</b> <i>(e.g. Patient Solutions Thrombosis)</i>	Medical Division		
<b>Department no.:</b> <i>(e.g. 74594)</i>	51510		
<b>Location:</b> <i>(Country/City)</i>	Hurley, UK		
<b>IPE score and LEO Band:</b> <i>(e.g.59, D)</i>	Please only fill in this field if the position has been evaluated.		
<b>Title of immediate manager:</b>	Medical Director		
<b>Existing position owner:</b> <i>(Head of your section/department /business unit – often your budget owner)</i>			
Business responsibility (if applicable)			
<b>No. of direct reports:</b>	None		
<b>No. of reports in total:</b>			
<b>Financial magnitude:</b> <i>(Budget owner, P/L, Sales and/or Cost.)</i>			
<b>Authority:</b> <i>(Areas where the position holder is accountable)</i>			
Objectives and tasks			
<b>Overall objective:</b> <i>(Short description of the overall objective in the position - role purpose)</i>	<i>To positively contribute towards increasing the company's financial results and the appropriate use of LEO products by providing secretarial and specialised administrative support to the whole Medical Division as instructed and prioritised by the Medical Director</i>		
<b>Role tasks:</b>	<ul style="list-style-type: none"> <li>— Provide secretarial and administrative support for projects and departments.</li> </ul>		

<p><i>(Short description of the tasks that are common and key to the role which are independent of the employee who holds the position)</i></p>	<ul style="list-style-type: none"> <li>— Prepare and manage departmental correspondence (paper and electronic).</li> <li>— Oversee training records for all members of department.</li> <li>— Maintain financial systems for the department.</li> </ul>
<p><b>Job tasks:</b> <i>(Added tasks that are specific for the position holder)</i></p>	<ul style="list-style-type: none"> <li>— Provide secretarial and administrative support, and arrange meetings (internal and external) for the Medical Division, as instructed and prioritised by the Medical Director. Maintain minutes for Divisional meetings.</li> <li>— Maintain documentation, as instructed, to ensure compliance in each department – Pharmacovigilance, Medical Information, Regulatory Affairs, Compliance and Medical Affairs</li> <li>— Set up and maintain files for the Medical Division and any other documents as required. Ensure documentation complies with internal and external requirements..</li> <li>— Consolidating training records for Medical Division at the end of each year.</li> <li>— Maintain financial systems</li> <li>— Payment requests, send payments, and reconcile in-voice/statements against payments; ordering goods</li> <li>— Maintain records to monitor budget spend. Payments cover licence fees, subscriptions, meetings, etc.</li> <li>— Maintain awareness of HPRA P46 Credit Advance account.</li> <li>— Archiving: Responsibility for data entry and maintenance of the archiving systems, as required.</li> <li>— Type standard letters and reports</li> <li>— Filing</li> <li>— Booking of flights, trains, taxis, meeting venues and catering as requested.</li> <li>— concur super user</li> <li>— timely payment of invoices</li> <li>— Divisional MyDoc super-user and document distributor</li> <li>— Occasional handling of general inbound calls to the main affiliate number</li> <li>— Compile reports from Veeva PromoMats</li> </ul>
<p><b>Liaisons / interdependencies:</b> <i>(Close interface and cooperation with departments and/or functions)</i></p>	<p>Internal: All departments in the UK/IE affiliate. Other LEO affiliates. External: Regulatory Authorities, Trade Associations; HCPs; general public</p>
<p><b>Professional competencies:</b> <i>(Educational background, training, skills, knowledge, experience, and possible required experience from the industry or in the role)</i></p>	<ol style="list-style-type: none"> <li>1. A high level of relevant technical and administrative work experience.</li> <li>2. IT skills including word processing, spreadsheets, databases, graphics, etc. and an ability to develop such skills.</li> </ol>

<p><b>Behavioural competencies:</b>  <i>(Please find the competencies that match the position in <a href="#">LEO Competency Model</a>. You can also add context - or position specific - competencies from the competency library, which you can find in the upper right corner of the Competency Model page on Pulse.)</i></p>	<ul style="list-style-type: none"> <li>• Plans &amp; Aligns</li> <li>• Collaborates</li> <li>• Communicates Effectively</li> <li>• Optimises Work Processes</li> <li>• Being Resilient</li> </ul>
<p><b>Job description hereby understood and agreed:</b></p> <p>Date:</p>  <hr/> <p>Employee's signature</p>	<p><b>The correctness of the job description is hereby confirmed :</b></p> <p>Date:</p>  <hr/> <p>Manager's signature</p>