



## Executive Assistant and Project Co-ordinator

**Location:** Hurley, UK

**Posted Date:** November 2021

• **Dermatology**  
beyond the skin

Are you interested in working at LEO Pharma in the UK?

**At LEO Pharma, we are pioneering together.**  
**We help people with skin diseases live fulfilling lives by advancing dermatology beyond the skin.**

We drive dermatology with our knowledge, collaboration and curiosity. We are at the forefront of science in developing new medicines for dermatology. Each one of us at LEO Pharma can make a real impact in our everyday work. We encourage each other to explore new ways of doing things and are empowered to be bold and take initiative to bring our ideas to life – and we have the space to develop, grow and gain a real breadth of experience.

We are a company built on mutual respect and a shared sense of purpose, driven by our caring culture and a deep-rooted commitment to helping others. As a purpose-driven company, we put patients first and invest in tomorrow's solutions to change lives for generations to come. This is what makes us different!

For us, pioneering together is about constantly improving and extending what's possible for each other, our company, and our patients.

**Job purpose:** To proactively provide executive and personal support to Vice President and General Manager UK/IE and executive support to the UKIE Leadership Team. To provide project management and co-ordination support to ad hoc projects and be driven to make continual process improvements to ensure LEO Pharma achieves the vision of being the preferred dermatology care partner improving people's lives around the world.

### **Job Responsibilities:**

- Work closely with the Vice President/General Manager UK/IE to provide executive support.
- Drive and support the organisation and smooth running of key meetings such as Annual All Company Conference, Business Planning, Business Review Meetings, UKIE Leadership Team Meetings
- Create and drive appropriate and high quality Vice President/ General Manager UK/IE internal communications by preparing structure, content and platforms for communications.
- Efficiently plan and manage projects and associated resources to support the UKIE business as needed
- Manage the storage and handling of confidential information
- Maintain accurate oversight of budget and manage all payments

### **LEO Pharma**

Horizon, Honey Lane  
Hurley, Berkshire  
SL6 6RJ  
United Kingdom

Registered in England: No  
662129

Tel: +44 1844 347333

[www.leo-pharma.co.uk](http://www.leo-pharma.co.uk)



- Create and maintain a coordination link between the business and the People Team.

**Professional Competencies:**

- Proven ability of providing support at director level, including demonstrable ability to act with integrity at all times.
- Manage multiple stakeholders and projects simultaneously
- Excellent time management capability
- Support on complex organisational projects, whilst managing the ambiguity associated with collaborating across the organisation and collaborating effectively.
- Advanced knowledge of Outlook, SharePoint, PowerPoint, Word, Excel.
- Assertiveness and agility – ability to take decisions within previously agreed parameters
- Competency in managing relationships with key professional service suppliers.

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