

# Commercial Operations Assistant

Full Time, Montreal, QC

## Position Summary

Support Vice President of Commercial and Team

The Commercial Operations Assistant, reporting to the Commercial Operations Coordinator, mainly provides administrative support to the VP Commercial Operations and his team in the USA by being accountable for the department purchase orders, payments and contracts, and other administrative documents management in compliance with the Company policies and procedures. The incumbent supports the department in the success of their mandates and projects by providing them with the required administrative support and the management of interactions with internal and external stakeholders

## Key Responsibilities

- Process PO's: initiation, increase, correct discrepancies where required
- Communicate with Legal and Accounting for the contracts and POs process
- Respond to customer queries, as appropriate, provide lead time, tracking information, copies of invoices
- Provide general administrative support to the Commercial Operations staff, including document management, answering telephone calls and emails & contacting providers
- Manages calendars and meetings & organizes business trips
- Supports with diligence, consistency, and accuracy the tracking of commercial activities for Sunshine Act reporting
- Manages the Grant and Partnership requests
- Supports the Commercial department on key business meetings preparation such as: POA, Strat Plan, Operational Plan, and conferences
- Facilitates and ensures appropriate level of diligent support to keep the team's deadlines up to date and on target for the timely execution of projects, presentations, and report
- Support Field Force inquiries – for example: promotional material requests & deliveries
- Keeps the Field Force Roster up to date
- Liaison between internal functions and HR to keep field website up to date

## Internal Partnerships

- Interaction with the Commercial, Medical and Finance teams

### Qualifications Required

- Bachelor's degree required
- 2-3 years similar experience
- Excellent verbal and written communication skills, including the ability to effectively communicate with internal departments and external customers
- Good level of computer proficiency and knowledge of MS Office applications is essential
- Ability to build and maintain positive relationships both internally and externally
- Ability to apply logical thinking and sound judgment to a wide range of practical problems

### Personal Qualities Specific to Position

- Interpersonal ability
- Attention to detail and quality
- Planning and organizational skills
- Ability to learn quickly and be curious and resourceful
- Mastery of written and oral expression (English and French)

### Personal Qualities for all Staff

- Ability to set goals and meet deadlines
- Ability to prioritize
- Ability to generate ideas and find solutions
- Ability to work both independently and in a team
- Team spirit and desire to help each other succeed
- Versatility and flexibility

### What Thera offers -

Flexible workplace	Group RRSP Program	Language Courses	Fresh Fruits
Health Insurance	Spot Award Program	Stock Option Plan	Referral Bonus Plan