

## Product Development Administrator

- Permanent role
- Somerset based
- Competitive salary
- Excellent Benefits

# Protexin® Careers

This is a fantastic opportunity to join one of the fastest growing companies in the industry. Based at our head office in Somerset we are looking for a Product Development Administrator to join our Technical and New Product Development team.

To be successful in the position of Product Development Administrator you will require 5 GCSEs (or equivalent) including English & Maths, excellent organisational and communicational skills, as well as great attention to detail.

The role requires an individual with a strong administration background and excellent IT skills, in particular Microsoft Excel, training will be provided for the more technical aspects of the role.

### Main responsibilities include:

- Organising the production, labelling & distribution of product to be used in clinical trials
- Using the in-house computer system (IFS) to setup new product codes and input data
- Responsible for administering the structure setup on IFS
- Writing of technical files
- Stability product organisation and recording of results

### Essential candidate skills:

- Excellent verbal and written communication skills
- High organisational skills, with good accuracy and attention to detail
- Excellent IT skills including the use of Word, Excel and Outlook to a high level
- Positive “can do”, pro-active attitude and demonstrate use of initiative

### Candidate qualifications/requirements:

- The ideal candidate will have at least 2 years' experience in an administration role and will require strong math's skills, ideally to GCSE Grade B or equivalent work based experience

**To apply for this opportunity, please send your CV plus a covering letter giving to:** Claire Rowswell, HR Manager – [recruitment@protexin.com](mailto:recruitment@protexin.com)

