

**Location:** XPE Pharma & Science, 9 Mureşului Street, Cluj-Napoca

**Web:** [www.xpepharmascience.com](http://www.xpepharmascience.com)

**Job:** Hub Coordinator (office-based)

**Start:** June/July 2016

**Contacts:**

Mihaela Mocan ([mihaela.mocan@xpe-group.com](mailto:mihaela.mocan@xpe-group.com))

Vasile Coman ([vasile.coman@xpe-group.com](mailto:vasile.coman@xpe-group.com))

**Function description:**

Full-time Coordinator, responsible for activities submitted by medical doctors and/or healthcare professionals using a global and transparent system.

**Key responsibilities:**

- Process incoming requests
- Perform quality control checks on submitted requests
- Coordinate and follow up workflow activities in the system
- Respond to inquiries and solve issues or liaise with designated member of the Project Team

**Requirements:**

- Proactive attitude; willingness to identify and solve problems
- Communication, interpersonal, time management and organization skills
- Discretion and confidentiality with a high sense of diplomacy
- Fluency in PowerPoint, Word, Excel and internal computer applications
- Good command of English

**We offer:**

- An exciting working experience in an international organization
- An attractive salary package

To apply, please send us your CV in English.