



WE'RE HIRING:

LEARNING PROGRAM ADMINISTRATOR (1 YEAR CONTRACT)

- **Role Summary**

The Learning Program Administrator position will support the planning, organizing, implementing and follow up of learning and development programs for the Academy Team in the Medical Affairs Skills and Competency group. The role may also entail providing administrative and project assistance support for other Academy team activities as required.

- **Basic Qualifications**

- Bachelor's Degree
- A minimum of 5 years operations management or project assistant/management experience
- Language skills: Fluency in English
- Strong technical knowledge of computer systems and programs required, including proficiency with Outlook, Teams and Excel
- Skilled in utilizing the following applications and systems: Teleconference & Teams Meeting Services, SharePoint and ability to quickly learn systems unique to the Medical Affairs Academy
- Possesses excellent communication skills with an ability to respond with professionalism in verbal as well as written communications. Able to interact, influence and work effectively with a diverse group of colleagues
- Demonstrates owning accountability and resourcefulness with ability to anticipate needs. Display excellent attention to detail
- Pro-active, self-motivated with strong organizational, interpersonal and communication skills, both written and verbal
- Professionalism, excellent judgment and ability to work with confidential documents and information
- Exhibit excellent problem solving skills, consistently demonstrating resourcefulness and perseverance through ambiguous situations, and be solution oriented
- Must be able to work independently, be proactive and self-motivated with strong organizational skills. Need to possess the ability to manage priorities, and handle multiple tasks with frequent, tight deadlines

- **Preferred:**

- Experience working in a Medical Affairs organization is desirable
- Experience working in a learning and development organization or function would be beneficial

Send us your resume at: reclutamiento-asepsa@pfizer.com or visit our web site: www.asepsa.com/empleos