

## **JOB DESCRIPTION**

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**ROLE: Graduate Trainee x 2**

**SALARY AND BENEFITS: Negotiable**

**LOCATION: Ruislip**

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The B & S Group are now looking to recruit for two Graduates who are interested in kick starting their career in a fast-moving company. You will have the opportunity to learn the processes and systems of every department from Finance, Laboratory to Warehousing. If you have the aspiration to project manage or lead a team, read on...

### **PRIMARY RESPONSIBILITIES**

Reporting to the CEO and Pharmaceutical Development Director, you would be trained on fundamental business processes and dynamics.

### **SECONDARY RESPONSIBILITIES**

- Supporting departments with the growth of the Group
- Project Managing through to implementation stage
- Writing reports and analysing data
- Process mapping
- Looking at making processes leaner
- Keeping in touch with the market
- Ad hoc duties

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- 1<sup>st</sup> Class or 2.1 Honours Graduate in Business, Economics or Marketing
- Ability to perform under pressure
- Clear verbal and written communication essential
- High attention to detail
- Ability to work on own initiative and in a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change