



Making It Happen

Assistant to Medical Director/Medical Team

• Permanent Employment

At PHARMAC, we make the most of our opportunity to make a difference for New Zealand, including through developing ourselves and our organisational capability. It's our people that make the difference, so we value them and the commitment and professionalism they bring. We also value our diversity, combining science, medicine, commerce, analysis, marketing and more to facilitate good decision making.

PHARMAC is the government agency responsible for ensuring New Zealanders have access to a wide range of affordable medicines. As an international leader in pharmaceutical management, PHARMAC makes a vital contribution to New Zealand's health outcomes.

We are seeking an experienced, competent administrator to provide high quality and effective executive support to the Medical Director and Medical team.

This role will suit you if you: like variety in your work; take initiative to make things happen; enjoy helping others; are highly organised and like finding ways to work more efficiently.

The Medical team administers a number of clinical panels and interacts with external stakeholders and other teams within PHARMAC so a high level of service orientation is also required.

You will need to be a strong communicator with effective relationship management skills. You will be providing support to the Medical Director and team by arranging meetings, travel and providing general administration support.

If you pride yourself on being fast, accurate and efficient and enjoy providing quality service with a smile, then this role is for you.

To apply for this position please email: diane.bb@pharmac.govt.nz.

A copy of the position description and further information can be found on www.pharmac.govt.nz

Applications close at 5pm, Thursday 5 February 2009.