An exciting career in a fast growing industry with flexibility on worklife balance

With remote working

Manage your own time and schedule your hours

Join CLIN-r+ as a

DOCUMENT PRODUCTION ASSISTANT

The Role:

CLIN-r+ now has an exciting opportunity for a contractor Document Production Assistant to join our team. Are you a wizard at MS Office especially Word? Is your super power creating professional looking documents and ensuring spelling and grammar are perfect? Do you desire home working and setting your own hours? Then we want to speak to you.

The role is **fully remote** so the ideal candidate must have mastered remote working during lockdown and have a home office set up that can deal with reviewing multiple documents. The role initially requires a minimum of 10 hours a week initial availability and as the contractor masters our workflow more hours can be allocated as you need.

This role will be primarily to support the consultants with documentation, but the right candidate will also be an important part of the wider team and there is potential for further development.

Please state your availability on your application.

Essential Skills & Experience:

- 2+ years of relevant experience, both with MS Office applications and as an Administrator/PA/EA/VA or other relevant role.
- 1+ years' experience working from home (either full or part time) and a home office equip to do MS Word formatting.
- Microsoft Word (specific expertise must include advanced formatting).
- Microsoft Outlook, SharePoint, Teams and Excel.
- Microsoft Office Specialist (MOS) certification would be beneficial.
- Excellent time management and organization.
- Able to pick up new systems and processes quickly.
- High level of accuracy, attention to detail delivering high quality results to deadlines.
- Background or experience in Regulatory Affairs or Document Control would be beneficial.

Key Responsibilities:

- Setting document Styles according to Client Branding
- Proofreading (editor and other word processing) and formatting Word documents (Using Styles) and reports up to 300 pages.
- Document control of master template design and management, setting master styles and maintaining these styles (Word), as well as document design and styling.
- Processing routine data analysis into Word visuals and client reports documentation.
- Regular internal communication via MS Teams chat, project tasks, Teams meeting and email
- Troubleshooting any document issues with proactivity and initiative to resolve and troubleshoot either yourself or via Microsoft's Support Team.
- Ensure strict adherence of GDPR and HIPPA confidential client documents are worked on.
- Ensure ALL documents are kept on the CLIN-r+ platform.
- Run routine data reports or doing online research as required.

No agency applications please.

CLINR+