

- **Business Support Associate Apprenticeship**

The Business Support Associate plays a pivotal role by handling a diverse range of administrative tasks. This position involves organizing meetings, managing calendars, coordinating travel, and maintaining vital data systems. It requires keen organizational skills, adept use of Microsoft Office tools, and the ability to handle sensitive information discreetly. The role also extends to facilitating team events, supporting recruitment efforts, and contributing to process enhancements. Collaborating closely with colleagues, this role ensures efficient departmental operations.

How this Role Unlocks Your Potential:

- By stepping into the shoes of a Business Support Associate on this level 3 Apprenticeship, you embark on a journey of growth and development. This role nurtures your administrative competence, hones your organizational prowess, and polishes your communication finesse. You will be at the heart of department efficiency, actively shaping our collaborative culture. With the opportunity to manage complex tasks and contribute to process improvements, you'll gain valuable experience and build a foundation for a successful career within the pharmaceutical industry. This role empowers you to handle challenges, make impactful decisions, and become a vital asset in our Pfizer family.