



OTTOBAUTHENTIC

Let's Talk... we're looking for:

## Training Assistant Pharmaceutical Industry

Parktown, JHB

Salary: Neg.

### Role:

- 🕒 To provide administrative and coordination support to the department including documentation, record maintenance and process compliance.

### Qualifications & Skills

- 🕒 Medical/Pharmacy Graduate
- 🕒 Strong organizational and time management skills.
- 🕒 Excellent communication and interpersonal abilities.
- 🕒 Proficiency in MS Office Suite and digital learning tools.
- 🕒 Attention to detail and ability to manage sensitive/confidential information.

### Responsibilities:

- 🕒 Training Coordination
- 🕒 Content Management
- 🕒 Documentation & Compliance
- 🕒 Stakeholder Support
- 🕒 Reporting & Evaluation
- 🕒 Cross-Functional Collaboration

### Working Conditions:

- 🕒 Office based environment, with regular travel to training locations and company offices.
- 🕒 Flexibility to work outside of regular office hours, as needed, to accommodate training schedules.
- 🕒 Own driver's license and transport

**Kindly note:** If you have not heard from us within 7 working days, your application was unsuccessful.

**FULL JOB SPEC available on request.**

**How to Apply:** Please submit your resume to: [elsa@ottobauthentic.co.za](mailto:elsa@ottobauthentic.co.za) and use the job title as the subject.