Julie Murray

3 Brittains Rise, Lower Stondon, Bedfordshire, SG16 6JT

Mobile: 07710 500 892 Email: julie.murray@eliteexecs.co.uk

**Profile**

Strong administrative professional with 18 years experience gained through a variety of pharmaceutical businesses from small sized to large corporate models. Expertise in organising local, regional and global corporate events. Experience gained in communications and writing articles for newsletters and other communicative forums. Strong organisational skills in Office Management allow me to ensure that the day to day running of a function is effective. Diverse experience within the pharmaceutical industry has enabled me to work well under pressure and adopt a flexible approach to the dynamic work environment. My strengths lie in project planning, implementation of new financial process, excellent communication, process improvement and a commitment to achieving business goals through quality project and people management. Completed an APM project management course and retrained in early 2019 as a Responsible Person for GDP with Inspired Pharma. I worked with Silverdale Health Care Ltd’s RP for 12 months gaining further experience in audits, MHRA inspections and QMS. I have since become a recognised Responsible Person by the MHRA.

**Key skills**

|  |  |  |
| --- | --- | --- |
| * Proficient communicator
 | * Process improvement
 | * Quality Management
 |
| * Organisation & time management
 | * Contract Management
 | * RP in GDP
 |
| * Strong interpersonal skills
* Project planning and execution
 | * People Management
* High attention to detail
 |  |

**Responsible Person for GDP - Experience**

* Ensuring QMS is maintained
* Ensuring GDP compliance
* Ensuring initial & continuous training programmes are implemented and maintained
* Staff training file audits to ensure all employees are competent
* Organising & participating in GDP training sessions
* Conducting 3PL audits
* Inspection readiness
* Participation in MHRA inspections
* Silverdale Healthcare
* ALK Abello
* Review of SOPs & Work Instructions
* Carrying out self-inspections
	+ ALK Abello
	+ Alloga
	+ Silverdale Healthcare
* Monitoring the management of licensable activities
* Monitoring the accuracy of records
* Writing Risk Assessments
* Carrying out Failure, Mode & Effects Analysis (FMEA) to identify the quality risk involved in all distribution and warehousing processes
* Liaising with Senior Management

i

**Key Achievements**

**First MHRA GDP Inspection as RP:** No critical or major findings.

**Implementation of budget reconciliation within Global Pharmacovigilance function:** Detailing all monthly departmental costs on a spreadsheet to ensure that departmental spend was within budget and reconciled with figures received from Finance. Post implementation savings of £22,000 were identified.

**Summer Forum event Copenhagen:** September 2012 – I co-lead a small team of people to organise a two-day overseas conference for 365 delegates. The Conference focused on the Company’s integration at that time and employees from both sites were invited to attend. My role involved pulling together the agenda, liaising with Team Building companies and AV suppliers, sourcing gifts, drafting autocue scripts and many other tasks.

**Contract repository improvement:** May 2016 ongoing: Ensuring that the Business Partner Agreement contract repository (PV Grace) mirrors both the Commercial and Regulatory databases and that all Partner and Takeda updates have been carried out and communicated to stakeholders.

**SharePoint Intranet Site:** Creation of local intranet site for London office. Maintenance and upkeep of site.

**Career History**

**Pharmacovigilance Office Manager, Takeda International, UK Feb 2005 to March 2020
Main responsibilities:**

* Providing professional admin support to a team of over 70 members of staff and the VP, including co-ordination of diaries, travel arrangements and compiling timely expense reports.
* Preparing presentations for the VP and team as and when required.
* Receiving and prioritising incoming communications, responding and/or co-ordinating appropriate and timely responses.
* Organising meetings and events, making appropriate arrangements and ensuring efficient and effective communications.
* Developing administrative processes and systems to support and optimise the work of the VP and team. Identifying opportunities to improve working practices and procedures.
* Carrying out projects and/or ad hoc administrative activities as delegated by the VP. More recently I have been working with the Business Partner Relations function to assist with Partner Contract updates and advising on implementing a new workflow system.
* Preparing monthly comparison budget reports and year end reconciliation for global budget purposes. Assisting with annual budget forecasts.
* Organising Corporate Events for Regional and Global sites
* Recording and maintaining Pharmacovigilance Archive
* Line Manager to Contract Analyst/PV Administrative Assistant
* Communications – Providing articles for local news letters and OneLan Screens. Working with Corporate Communications Business Partner in the US to provide effective, and targeted communications within the London Office.

**Personal Assistant, Menzies Corporate Restructuring, UK Dec 2003 - Jan 2005**

**Main responsibilities:**

* Organised and managed large corporate events as part of my marketing role.
* Managed and maintained mobile phones, office telephones and computer systems.
* Provided secretarial support for Team Managers and Administrators.
* Organised travel arrangements for all levels of management.
* Implemented systems to enable the office to run more effectively.
* Produced end of month invoice analysis.
* Prepared presentations for conferences and events.

Round the world trip **Sep 2002 - Sep 2003**

**Senior Administrator, P I Medica Ltd., UK Mar 2000 - Aug 2002**

**Main responsibilities:**

* + - * Assisted in developing and expanding the business with Managing Director
			* Ensuring that products met certain thresholds of acceptability
			* Process improvements
			* Deputy to the Responsible Person
			* Managing Product Recalls
			* Maintained the Quality Management System
			* Giving advice and support on a range of quality issues as required
* Liaised with the Medicines Health & Regulations Agency with regards to licence applications
* Organised carton and label artwork for submission to MHRA
* Preparing for audits and inspections
* Employed, trained and Line-Managed 3 members of staff, including appraisals
* Sourced viable products for licensing
* Established customer relations
* Sales and customer services
* Co-ordinated all purchases and shipments for Scandinavia
* Co-ordinated importation of product from various European suppliers
* Submitted monthly Intra-Stat data for Customs and Excise

**Sales Coordinator, Morgan & Oates, UK Mar 1996 – Mar 2000**

**Main responsibilities:**

Managed Selfridges concessions in London and Manchester, including recruitment, wages, management of staff, stock control and merchandising. Other activities included:

* Co-ordinating Mail Order and sales order processing for UK, Japan and US
* Sourced fabric
* Exhibited at London Designer Show and many others which included design and build of stand.
* Submitted month end sale figures to the Board of Directors.
* Warehouse stock control
* Responsible for Sales Agents in Hong Kong, Germany, France and USA.

**Executive PA, Merck Generics, UK (Now Mylan) Oct 1991 – Mar 1996**

**Main responsibilities:**

* Joined the company as a Junior Secretary carrying out general office duties. Promoted to Registration Assistant and then again to PA working for four Directors.
* Sales Team Administrator – Dealing with exports, hospitals, submitting registration dossiers to relevant countries and working to tight deadlines.

# Education

|  |  |
| --- | --- |
|  | **1989-1991 - De Havilland College, Welwyn Garden City, Herts*** BTEC Diploma in Business and Finance
* Shorthand (Teeline) 40 wpm Distinction/50 wpm Distinction

**1984-1989- Mount Grace Comp, Potters Bar, Herts*** Obtained 9 GCSEs
* Pitmans Typing and Audio.

**Computer Skills**Windows (Word, Excel, Access, PowerPoint, Visio Outlook), Sage Line 50, various bespoke databases, Ariba P2P, Ariba Contracts & SharePoint. |