

Pfizer UK Undergraduate Programme 2018/2019

Event Management Undergraduate

WSR International

Department Overview

The position is linked to the Community and Academic Team and therefore is a support for the full Pfizer community at Sandwich.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

Event management and administration support to the Sandwich site Community and Academic Team in order to deliver and maintain a balanced and resourced programme of activities that effectively meet the team goals

Project management of site business and engagement events in support of the Sandwich Leadership Team and Pfizer's business imperatives

- Co-ordinate, manage and contribute to the development of a programme of events in liaison with members of the Sandwich community and academic team in support of:
 - STEM (Science, Technology, Engineering, Maths) programme in local primary and secondary schools
 - SIP (Science Industry Partnership) in support of science in further education
 - School visits to the Sandwich site to enhance science learning (including laboratory tours)
 - Local charity and volunteering activities
- Resource management of events and activities including Pfizer volunteers and equipment
- Research and generate new ideas for community, academic and STEM events and activities (including science-based practical demonstrations)
- Budget and finance management
- Co-ordination of training for Pfizer STEM and SIP Ambassadors
- Administration of Sandwich site Community and Academic SharePoint site
- Preparation and circulation of promotional materials where required
- Support site Communications Lead in project management of Sandwich site business events and related activities
- Support site Internal Colleague Events Team on site-wide colleague engagement events

When can I start?

Placements will start on 3rd September 2018 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- Outgoing personality is an advantage
- Strong communication and networking skills, and thrive in face to face situations.
- Proactive thinking and the ability to work on own initiative
- An interest in and basic knowledge of science and science based subjects would be helpful to the role, but not vital
- Good organisational skills are essential

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.