

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



95054  
Santa Clara, CA, 95054

## Business Coordinator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$35.00 to \$40.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are looking for a Business Coordinator located in Santa Clara, CA. This Business Coordinator will be responsible to provide support and coordination in the daily duties required to comply with process integrity systems monitoring and data collection requirements for a specific entity an entity defined as a specific group designated to specific responsibilities. Reviews analyzes and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Has knowledge of commonly used concepts practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

### Requirements

- Veeva Promo Max/Veeva Vault experience or equivalent of similar programs
- Regulatory A& P experience or Quality Regulatory background
- Marketing background a plus
- 2-5 years of experience
- Bachelor's degree or equivalent experience

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**This Job Posting will expire in 10 days.**