

# Freeing You to Focus on Pharma

## Expert Administrative Support Services

When launching new pharmaceutical products, there are countless administrative tasks required to fuel your market success. Keep your sales teams focused on what they do best and leave the administrative heavy lifting to Integreon.



### Beyond staffing

Integreon has years of experience supporting leading life science companies for a range of projects—from new product launches to corporate restructuring to policy and compliance initiatives. More than just staffing, we provide process improvements to help streamline workflows, reduce operational costs, and ensure regulatory compliance.



### Global reach

The life science industry is global—and so is Integreon. With eight highly secure, ISO-certified delivery centers on three continents, we can provide “follow-the-sun” services in 50+ languages.



### High-impact support

Count on Integreon for a broad range of administrative, document, and personnel services to support the successful rollout of new life science products while also continuing sales support of existing products, including:

- Scheduling and coordinating sales training
- Establishing a repository of new sales materials
- Supporting sales certification on new products
- Launch scheduling
- Organizing launch-related events
- *See other side for complete list of services*



### Supporting your success

Partnering with Integreon for administrative support enables your organization to:

- Focus on your core business
- Increase sales success and profitability
- Centralize your administrative function
- Reduce administrative costs and risk
- Improve administrative processes for greater efficiency



## A comprehensive solution for administrative support services

Leading life science companies worldwide rely on Integreon for expert, efficient administrative support spanning the complete pharma product sales lifecycle.

### General Administrative Support

- Calendar and inbox management
- Expense reimbursement and travel bookings
- Meeting planning and booking
- Onsite assistance for meetings and exhibits
- Expertise in all Microsoft and Adobe suites

### Document Services

- Trip itineraries, budgets, memos, and agendas
- Internal award program administration
- Budget tracking
- Office supply ordering
- Roster maintenance
- Vacation tracker

### New Employee Onboarding

- Pre-hire support including position posting, resume collection, interview scheduling, follow-up calls, and requisition submission
- Business card approval
- Home office supply and technology requests
- Vehicle requests
- Welcome and onboarding emails
- Manager support and guidance during the onboarding process

### Employee Closeout Processing

- Credit card cancellation and payment process requests
- Closeout letters
- Disable system access
- Roster and system updates
- Technology and vehicle return processing

Give your pharma product launch the Integreon advantage.  
Contact us today at [info@integreon.com](mailto:info@integreon.com)

