

Biomapas is looking for proactive and details oriented person to join our Clinical Research team as Clinical Research Assistant. Note that this role requires good communication skills and is perfect for service oriented personality with professional growth expectations.

Main Task

- Assist Clinical Research Managers on clinical trial budget tracking and monthly invoicing
- Coordinate CTMS
- Assist Clinical Research Associates and Clinical Research Managers on clinical trial related activities
- Organize clinical trial documentation and files oversight
- Assist Start-up Associate on preparation of start-up documents
- Coordinate clinical trial supply courier mailings and correspondence with sites

Experience, required skills and competencies

- Preferable education of Business Administration, Management, Economy
- Professional use of the English language: excellent verbal and written communication skills
- Speaking abilities in Russian would be an advantage
- Good computer skills including working knowledge of Microsoft Word, Excel and PowerPoint Careful planning to achieve accurate and timely results
- Attention to details
- Ability to work independently and as a part of a team

If you have any questions or would like to find out more about the position, please, contact us by e-mail personalas@biomapas.eu or call directly to HR and Training Manager Raimonda Klimiene +370 698 15736.