

Biomapas is a leading contract research organization specializing in complex clinical research, marketing authorization and post-authorization support in Europe and CIS markets. With more than 15 years of experience and latest geographical expansion, Biomapas is on a way to become a strongest market player.

At the moment Biomapas is looking for proactive and details oriented person to join our team as **Project Analyst & Assistant**. This is junior to mid-level position that works with Project/Clinical Research Manager and reports to Project Director.

Main Task

- To manage and control of all the necessary systems (CTMS) that ensure a suitable, compliant and value adding economical management of projects (clinical trials).
- To manage monthly project (clinical trial) budget tracking and monthly invoicing.
- To assist Project/Clinical Research Manager in planning, submitting, tracking and analysing the deviation of project (clinical trials) budget.
- To contribute to the development and maintenance of an effective and rational cooperation with financial colleagues.
- Assist Clinical Research team on other project (clinical trial) related activities, e.g document preparation, files oversight.

Experience, required skills and competencies

- Analytical thinking.
- Detailed oriented.
- Excellent in calculations.
- Proficient user of MS Excel.
- Preferable education of Business Administration, Management, Economy.
- Professional use of the English language.
- Speaking abilities in Russian would be an advantage.
- 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.