

Regulatory Affairs Assistant Kaunas

Biomapas – Clinical Trials & Regulatory Solutions.

Biomapas is a team of experts providing clinical development, marketing authorization and post-marketing support for Biotech, Pharma and Medtech companies. For more than 15 years Biomapas is supporting companies in Europe and CIS region.

At the moment we are looking for motivated and open-minded person to join our team in **Regulatory Affairs Assistant** role.

Main Tasks

- Support the RA team with administrative matters (contracts, PoAs, reporting tools, etc.);
- Coordinate the enrolment of new local regulatory officers and maintain the up to date compliant database;
- Support the team in compilation of documentation for registrations, renewals, variations in accordance to the national and EU legislation, standard operating procedures;
- Translate/update the specific product dossier documents, i.e. Summary of Product Characteristics (SPC), Patient Information Leaflet (PIL), labelling etc. into Lithuanian or English language;
- Coordinate and execute small scale projects.

Experience, required skills and competencies

- Bachelor Degree (Science/Health discipline is advantage).
- Experience in administrative work.
- Excellent knowledge of English (Russian would be considered as big advantage).
- Attention to details, responsibility, ability to learn quickly.

If you have any questions or would like to find out more about this role, we will be glad to discuss with you. Please, contact us by e-mail personalas@biomapas.eu or call directly to HR and Training Manager Raimonda Klimiene +370 698 15736.