

Biomapas – a Full Service CRO. We are a team of professionals experienced in Clinical Trials, Regulatory Affairs, Medical Writing and Pharmacovigilance services. For more than 17 years Biomapas is supporting Pharmaceutical, Biotech and Medtech companies with client-based solutions in Europe, Russia, CIS and the Americas.

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

Main Task

- Assist Clinical Research Associates (CRAs) and Managers (CRMs) on study document management on e-interfaces.
- Assist CRAs and CRMs on clinical trial related activities.
- Organize clinical trial documentation and files oversight.
- Assist CRAs on site visits.
- Assist Start-up Associates on preparation of start-up documents.
- Coordinate clinical trial supply courier mailings and correspondence with sites.
- Coordinate CTMS.

Experience, required skills and competencies

- Education in Lifesciences, Business Administration or Management.
- Professional use of the English language: excellent verbal and written communication skills.
- Speaking abilities in Russian would be considered as high priority.
- 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.