Biomapas – a Full Service CRO. We are a team of proffesionals 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-bases solutions in Europe, Russia, CIS and the Americas.

At the moment Biomapas is looking for responsible, thorough and vigilant person to join our rapidly growing family as **Pharmacovigilance Assistant**.

Main Tasks and Responsibilities

1. Assist in the survey and monitoring of national pharmacovigilance regulations and notifying Biomapas in changes, if any, on agreed basis.
2. Ensure successful communication with local Competent Authorities and Biomapas and Biomapas contractual partners in reasonably timely manner.
3. Assist in the processes of proper collection, duplicate check, processing, accurate translation, quality control (at least second self-control), documentation, reporting and follow-up of all safety reports for all Biomapas contractual partners' products within agreed timelines following Biomapas or contractual partners' procedures.
4. Perform weekly monitoring of local literature review in relation with Biomapas contractual partners' products, where applicable.
5. Assist Pharmacovigilance team in daily activities.

Experience, required skills and competencies

- Life Sciences education.
- Excellent knowledge of English
- 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.