

**Biomapas is looking for proactive person to join our Clinical Operations department as Start-up Associate. This role is perfect for service oriented personality with good communication skills and professional growth expectations.**

**This is a full time, one year fixed-term position with opportunity to gain permanent role in case of successful cooperation, your performance and engagement.**

### **Main tasks and responsibilities**

- Planning the regulatory submission target timeline and the collation and verification of the submission documentation.
- Preparation of country level related submission packages for ECs and CAs submission and notification in accordance with ICH/GCP and all applicable local regulations.
- Responsible for the translation and co-ordination of translations for documents required for submission.
- Develop and finalize Country Specific Information Sheets / Informed Consent Forms (SIS/ICFs).
- Communication with study team and Sponsor (if needed).

### **Experience, required skills and competencies**

- Preferable education of Science in health-related field.
- Professional use of the English language: excellent verbal and written communication skills.
- Russian language would be considered as 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](mailto:personalas@biomapas.eu) or call directly to Personnel and Training Manager Raimonda Klimiene +370 698 15736.