

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine and Sweden, Biomapas operations are spread over 4 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is currently looking for **Human Resources Intern** to join the team. Your main responsibility will be assisting in operational and strategic HR activities. You will have a perfect opportunity to familiarize yourself with different HR activities in international environment and work with high performing teams. Scope and duration of internship is negotiable.

Key responsibilities:

- Assisting with:
recruitment processes globally; employee documentation; performance management processes; administrative tasks; HR databases
- Organizing:
trainings and seminars; career events; internal company's events
- Coordinating:
Onboarding and offboarding processes; small HR related projects
- Communicating with employees and other stakeholders

Candidates profile:

- Student / recent graduate in Economics, Business Management, HR or other related fields
- Excellent communication and writing skills in English and Lithuanian
- Possessed values: ownership, respect, strive for innovation
- Team player who enjoys establishing and maintaining good working relationships
- Computer literacy

Please send your CV to **hr@biomapas.com**

For more detailed information please do not hesitate to contact by telephone +370 69815736.

Will be waiting for your applications!

Be kindly informed that only selected candidates will be contacted.