

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 headquarter 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 an **Administrator** to join our team and provide support for Clinical Operations department. Your main responsibility will be assisting in operational Clinical Operations department activities. You will have a perfect opportunity to familiarize yourself with international environment and work with high performing teams.

Key responsibilities:

- Assist Clinical Operations Global team in daily activity;
- Assist Clinical Research Associates (CRAs) and Managers (MCOs/PMs) on study document management on e-interfaces;
- Assist CRAs and MCOs/PMs on clinical trial related activities;
- Organize clinical trial documentation and files oversight;
- Assist Start-up Associates on preparation of start-up documents;
- Coordinate clinical trial supply courier mailings and correspondence with sites;
- Coordinate CTMS.

Candidates profile:

- Student/Recent graduate in Economics, Business Management, Life Science;
- Excellent communication and writing skills in English and Lithuanian;
- Possessed values: ownership, respect, strive for innovation;
- Detail orientated, IT minded, willing to learn team player who enjoys establishing and maintaining good working relationships;
- Computer literacy.

Please apply to **HR@biomapas.com**

Will be waiting for your applications!

Be kindly informed that only selected candidates will be contacted.