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

**Key responsibilities:**

- 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;
- Experience in Clinical Research would be considered as high priority;
- Professional use of English and Russian: excellent verbal and written communication skills;
- Good computer skills including working knowledge of Microsoft Word, Excel and PowerPoint Careful planning to achieve accurate and timely results;
- Ability to work independently and as a part of a team;
- Excellent organizational skills and attention to details;
- Ability to efficiently perform multiple tasks and manage changing priorities.

If you have any questions or would like to find out more about the position, please, contact us by e-mail **HR@biomapas.com** or call directly to HR and Training Manager **Raimonda Klimienė** +370 698 15736.

Will be waiting for your applications!
**Be kindly informed that only selected candidates will be contacted.**