

PROJECT ASSISTANT/TEAM ASSISTANT (F/M/D) - CZECH

PRAGUE



Not just another CRO: We feel responsible.

In our medium-sized and owner-managed CRO, honest and success-oriented cooperation is even more important than a company and personnel policy controlled by external capital.

If you also value long-term teamwork in a family environment with a collegial, cordial and yet professional working atmosphere, then you have come to the right place.

Your responsibilities:

- ▶ General office management including tracking and transfer of incoming invoices, mails, shipments and other administrative work.
- ▶ Assisting in the project teams with all administrative activities such as filing, maintenance of electronic management systems, dispatch, organisation, travel planning and document creation.
- ▶ Supporting the project management in the planning, organisation and implementation of national and international clinical trials of phases I to IV.
- ▶ Participation in telephone conferences and meetings in an international environment and preparation of result protocols (mainly in English).
- ▶ Long-term further development into the area of CRA (Clinical Research Associate) possible.

You:

- ▶ Are a young professional with a bachelor's degree in a scientific, medical, technical, IT discipline or similar, or have completed vocational training in the commercial or comparable field.
- ▶ Are a native speaker of Czech and have very good English language skills.
- ▶ Are confident in the use of common MS Office programs.
- ▶ Are characterised by team-oriented and, above all, structured work, are reliable, communicative, flexible and enjoy creating results reports.

We:

- ▶ Ensure you a thorough introduction and support from a team of experienced natural scientists.
- ▶ Offer exciting and varied projects from the pharmaceutical, biotech and medical production sectors.
- ▶ Guarantee fast decision-making processes due to flat hierarchies and "open doors" culture.
- ▶ Love diversity! Our teams are diverse, cross-generational and we work and learn with and from each other.
- ▶ Have modern, well-equipped offices in the heart of Prague.
- ▶ Provide you flexible home office options - during the pandemic and even afterwards.

Interested? The shortest way to join our team is via our application portal Constares (click on logo). We ask for applications in English.

