

« Clinical Trial Assistant » (M/F)

Promethera Biosciences is a global innovator in liver cell-based medicines whose mission is to help patients overcome acute and chronic liver diseases. Our lead clinical program, derived from our patented cell technology platform HepaStem, is designed to benefit from its immune-modulatory and anti-fibrotic properties. We are a team of international experts operating out of R&D and GMP facilities in Mont-Saint-Guibert, Belgium, and Durham, NC, USA.

If you are sharing our vision of becoming the world leader in regenerative medicine in the liver space by developing innovative advanced therapies for acquired liver diseases and if you are looking for new challenges amongst a dynamic and international team, consider a collaboration with our fast-growing company. Promethera Biosciences is currently hiring an Clinical Administrative Assistant.

MAIN RESPONSIBILITIES

The selected candidate will:

- Provide administrative and logistical support for Clinical studies.
- Assist the clinical team in the preparation, handling, distribution, filing, and archiving of clinical documentation of studies and reports according to the scope of work and standard operating procedures.
- Organize the administrative aspects of designated project: communications, prepare and mailing of correspondence.
- Follow up of the contracts with vendors, investigators, study sites.
- Organisation of meetings (local & international), coordinate and set-up, teleconferences, agenda, minutes, travel arrangements.

QUALIFICATIONS

- Educational background: biomedical science, health care, translation are an asset.
- Excellent German and English knowledge (oral and written).
- Additional languages French or Dutch are an asset.
- Computer skills in Microsoft Office (Word, Excel, Power Point, Outlook)
- Excellent organizational and communication skills (hands on personality)
- Interest in learning
- Flexibility to operate in multitasks environment

You may apply for this position by sending your CV and application letter to HR@promethera.com

For information, resumes and application letters received will be retained as long as the employment's offer is valid and will be destroyed as soon as the position is filled. We will contact you in case we wish to keep your CV after the recruitment period.