

Job description: Clinical Trial Assistant (f/m/d)

Heidelberg Pharma AG is a biopharmaceutical company based in Ladenburg near Heidelberg. Heidelberg Pharma AG is listed at the Frankfurt Stock Exchange in the Regulated Market/Prime Standard. Our main goal is to develop drugs against cancer. Our focus is primarily on the ongoing development of the innovative ADC platform technology based on the active ingredient Amanitin (ATAC technology) as well as the provision of preclinical services in the areas of drug research and development.

For our location in Ladenburg we are looking to hire a

Clinical Trial Assistant (f/m/d)

in a full-time, permanent position.

Your responsibilities:

- Set-up, maintenance and review of the Trial Master File and Quality control documents.
- Maintenance of databases, listings, and trackers
- Support of clinical team in all aspects of the organization and management of clinical trial related activities including but not limited to:
 - Drug supply management, site management, data management, laboratory sample and result tracking, recruitment management, vendor oversight
- Support of clinical team in generation and update of trial related documents, manuals and SOPs
- Support in clinical quality assurance related activities, preparation for audits and participation in audits, and inspections
- Provide support in compilation of regulatory documents, including clinical trial applications, submission packages to Health Authorities and Ethics Committees,
- Support in all administrative tasks within the clinical department
- Accurate monitoring, updating and maintenance of trial status reports, overview lists
- Tracking the status of trial related tasks
- Support trial related budgeting and invoicing
- Contract management for the Clinical Department: preparation of contract documents, tracking of signature process, follow up on modification requests
- Correspondence with internal and external partners and vendors
- Support the organization and coordination of internal and external meetings
- Preparation, review and archiving of meeting materials and summaries.

Your profile:

- Prior knowledge of project assistance
- Preferably experience in the field of clinical research
- Good organizational skills, willingness to work on different projects and tasks simultaneously, ability to work in teams (also virtual teams)
- Result oriented approach, flexible and proactive attitude, adaptation to changing needs
- Good time management, performance of systematic activities in a timely manner
- Ability to handle sensitive information and data confidentially
- Excellent knowledge of MS Office applications
- Excellent communication skills

- Fluent Business and/or Medical English and good command of German language (each spoken and written).

What we offer:

We offer you the opportunity to work as part of a professional team on the research and development of anti-cancer drugs. It is important to us that you have the opportunity to develop your potential and thus contribute to the success of our company. You can expect a challenging and varied working field in a dedicated team as well as competitive remuneration.

Have we sparked your interest?

Please send your detailed application preferably by email to our personnel department to

jobs@hdpharma.com

Please specify your expected income and earliest possible starting date.

Only together can we slow down the global spread of COVID-19 and protect our society. Therefore, the first round of our interviews will be conducted via telephone or video. We strongly encourage you to continue to apply for a job with us and look forward to getting in touch with you!

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