

***You are a dedicated Clinical Trial Assistant with experience, who loves to work in a good-humored, motivated team.***

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 cancer therapies. Our focus is primarily on the ongoing development of ADCs, which are based on our innovative ATAC<sup>®</sup> technology whose payload consists of the active ingredient Amanitin.

For our location in Ladenburg we are looking to hire a

### **Clinical Trial Assistant (f/m/d)**

in a full-time or part time (approx.32 hours/ week), permanent position.

#### **What awaits you:**

- You assist the clinical team in all administrative clinical trial related activities including but not limited to: Drug supply management, site management, laboratory sample, patient recruitment management and vendor oversight.
- Within the clinical department you coordinate internal and external meetings and assist in trial related budgeting and invoicing.
- Furthermore, you will take care of databases, listings, and trackers and support the clinical team in generating and updating trial related documents, manuals and standard operating procedures (SOPs).
- In addition, you manage the preparation of contract documents, tracking of signature process, follow up on modification requests for the Clinical Department.
- You correspond with internal and external partners and vendors.
- You will be responsible for general assistance tasks such as the preparation, review and archiving of meeting materials and summaries, meeting organization and travel management within the Clinical Department.

#### **What we look for in you:**

- You have completed a vocational training (health care, pharmaceutical, life sciences, nursing or medical professions) or equivalent professional experience.
- You can contribute 1-2 years of professional experience in the field of clinical research.
- You enjoy working administratively and have very good organizational skills.
- Furthermore, you have no problem with timelines and your work style is characterized by systematics and accuracy. And you treat information and data confidentially.
- You love to work in a good-humored, motivated team and have excellent communication skills.
- In addition, you have very good knowledge of MS Office applications.
- Fluent Business and/or Medical English and very good knowledge of German (spoken and written) complete your profile.

### What we offer:

After the first patient has been dosed with HPD 101 in a phase I/IIa study, we are still building up the department, therefore, you will be part of a team consisting of many new colleagues. Here you will have the opportunity to develop your place in the team. And as a newcomer you will be properly trained.

- As part of an international team, you will contribute to the research and development of medicines against cancer. You can expect a professional working environment with highly motivated employees and a friendly and welcoming working atmosphere.
- We attach great importance to giving you the opportunity to develop your potential and thus contribute to the success of our company. We support you with training opportunities.
- We care about the health of our employees: compatibility of family and career, company pension scheme, measures for company health management (e.g. additional preventive medical examinations as part of company health insurance policy, active break, bike leasing) as well as the possibility to continue working safely despite COVID-19 are of great importance to us

### Have we sparked your interest?

Then please send your detailed application exclusively by email and in one pdf to our human resources department at

jobs@hdpharma.com

Please specify your 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!**

Heidelberg Pharma AG  
Personnel Department