

**Biomapas** is contract research organization specializing in complex clinical operations, pharmacovigilance and regulatory affairs services in Europe and CIS. With more than 17 years of experience and current geographical expansion, Biomapas' Business Development team has decided to invite a motivated and proactive person to join the team and to support Vendor Management.

This is a unique opportunity to join our fast-growing clinical research, regulatory and pharmacovigilance solutions providing company founded by industry professionals. Joining our team, you will become a part of committed and passionate our professionals' team providing full-scope services to Pharma, Biotech and Medtech industry worldwide.

## **Business Development assistant**

Office based Kaunas/Vilnius

### **Role overview**

Business development assistant would be responsible for vendor management support in day-to-day activities, operations and documentation. The person for this position requires outstanding communication and negotiation skills, as well as good time management proficiency.

### **Core responsibilities**

- Collaborate with the Vendor manager in new partners search and selection process;
- Participate in discussion and negotiations with new and existing partners;
- Collect and manage documentation;
- Maintain vendors data base up to date;
- Continuously monitor vendors cost-effectiveness;
- Support in improvement actions implementation.

### **Qualifications and experience**

- Minimum Master's degree in life sciences, management or economics;
- Excellent oral and written English communication skills;
- Strong written and verbal communication skills;
- Ability to prioritize daily tasks;
- Good oral and written Russian communication skills would be an advantage;
- Experience in administrative work would be considered as advantage.

**Apply:** until 20<sup>th</sup> of May 2018.

If you have any questions or would like to find out more about the position, please, contact us: [simona.martinke@biomapas.eu](mailto:simona.martinke@biomapas.eu) or +370 657 58229