

PROJECT ASSOCIATE

FIDELIS RESEARCH is a privately owned, Human Tissue Procurement company operating in Bulgaria. **FIDELIS RESEARCH** is provider of high quality, ethically-sourced human tissue from consented patients. **FIDELIS RESEARCH** is working with reputable collection sites and top medical specialists.

We organize tissue, blood and biological fluids procurement on a prospective basis for pharmaceutical, biotechnology, medical device and pre-clinical contract research companies who aim to facilitate their medical research.

Currently, due to its immediate business need, **FIDELIS RESEARCH** is looking for **Project Associate** in Bulgaria.

Description

The **Project Associate** will be responsible for:

- ❖ Assistance in preparation for the requested by the upper management site materials (study tracking, filing, etc.)
- ❖ Project support , collection sites visits, collation of reports
- ❖ Assistance for tissue procurement sites according to GCP, SOPs and regulatory requirements
- ❖ Assistance in conducting site feasibility and assessment
- ❖ Assistance in submitting documents to Ministry of Health, Executive Agency for Transplantation, hospital Local Ethics Committees
- ❖ Assistance in preparation of the TMF and all office and study related documents/database
- ❖ Assistance with general office administration (keep registries, schedule meetings, organizing venues for trainings)

Requirements:

- ❖ Graduated or student (with all semester exams taken) in Medicine, Pharmacy, Biology, Biotechnology, Nursing or equivalent
- ❖ Administrative experience and/or experience in tissue banking will be considered as an advantage Excellent communication and organization skills, ability to perform multitasking
- ❖ Excellent computer skills (Excel, Word and PowerPoint)
- ❖ Excellent English verbal and written
- ❖ Enthusiastic, proactive, positively thinking, engaged, self-driven and social competent personality



- ❖ Strong feeling of high quality standards, reliability and adoption of timelines
- ❖ Positive approach on challenge tasks
- ❖ Valid driving license
- ❖ Working hours 9:00–18:00

FIDELIS RESEARCH offers you career opportunity in a developing company, development possibilities in international environment and excellent working conditions together with competitive remuneration package and company on and off the job trainings.

If you are interested in this position, please send detailed CV in English language.

All applications will be treated in strictest confidentiality. Only short listed candidates will be contacted.