

The KOEHLER eClinical GmbH is a well-established Contract Research Organization for all essential aspects of medical statistics, clinical data processing and EDC solutions. Company's headquarters are in Freiburg and representation offices are in Berlin and Konstanz. Our services are targeted among others at clients in the pharmaceutical area as well as in the biotech and public health sector. To strengthen our team in Freiburg, we are looking for a

## Management Assistant (m/f)

### Responsibilities:

- Organization, preparation and documentation of meetings
- Creation of presentations
- Support the CEO in strategic issues
- Prepare and review confidential documents and correspondence
- Coordination of marketing activities
- Perform researches for the CEO, e.g. market researches, and present the results appropriately
- Assist in further marketing and business development activities
- General organization and office responsibilities

### Job Requirements:

You have a university degree (Bachelor or higher) and an excellent command of English and German language (in spoken and written). We further expect good MS office skills and an affinity to data. Basic experience in the CRO business would be an advantage.

### Skills:

- Good organizational and coordination skills
- Flexibility and ability to work under pressure
- Strong communication skills
- Ability to work autonomously as well as part of a team
- Analytical thinking and acting

### What can you expect:

We offer a full-time job (at least 80%) with a flexible work time and comprehensive, attractive fringe benefits. And you will find a positive corporate culture with an open, cooperative working environment and short decision-making processes.

### Are you interested?

Please send us your full application details including all testimonies, salary expectation and earliest possible date of joining. Email applications are appreciated.