

## **JOB OFFER FOR**

### **Junior Study and Quality Manager**

Teamit Institute is a research management organisation specialised in pharmacoepidemiology, quality, and regulatory sciences. We are experts in creating collaborative partnerships with public and private entities to carry out multi-country observational studies on vaccines and medicines as per request by regulatory authorities and/or commissioned by biomedical companies.

Teamit Institute is looking for a talented, hard-working, committed, enthusiastic, adaptable, and creative professional who wants to grow and pursue a career with a top team of professionals in the management of pharmacoepidemiology research. We are looking for people who can immediately be part of the company, are eager to learn and grow, can seamlessly perform a variety of tasks with consistent high-quality results under pressure, and have the positive ambition to become a world-class professional in the field. This work will allow the selected candidate to be in contact with international teams of scientific experts of recognized prestige.

#### **RESPONSIBILITIES**

The Junior Study and Quality Manager will assist the Senior Manager in overseeing multi-country pharmacoepidemiology studies and ensuring the implementation of the Teamit Institute Quality Management System.

#### **KEY TASKS**

- Project Planning and follow-up:
  - Create a study plan, including timelines and milestones and monitor planning adherence.
  - Identify key stakeholders and establish communication channels.
- Reporting:
  - Follow-up the results production with the stakeholders.
  - Support the development of study deliverables (coordinate writing and review of documents, review and editing)
  - Present study updates to sponsors and stakeholders.
  - Document project achievements, risks and changes.
- Budget Management:
  - Support for budget development and study budgeting.
  - Support financial monitoring of the study.
- Communication:
  - Maintain regular communication with the project team and stakeholders.
  - Facilitate meetings and discussions as needed (setting up meetings, writing minutes, creating mailing lists, etc.)
- Quality Assurance and Control:
  - Develop and implement quality assurance processes to ensure compliance with industry standards and regulations.
  - Establish and enforce quality control measures across all project phases.
  - Support document management for internal quality procedures.

#### **REQUIREMENTS:**

- Bachelor's or higher degree in a scientific discipline.
- Proven experience in project management, with an emphasis on scientific projects; specific training in Project Management will be an asset.

- Strong understanding of quality management principles; specific training in pharmaceutical quality management will be an asset.
- Excellent organizational and multitasking abilities.
- Effective communication skills for conveying complex scientific concepts to diverse audiences.
- Detail-oriented with a focus on ensuring projects meet rigorous quality standards.
- Familiarity with industry regulations and standards.
- Fluency in English (spoken and written) is mandatory, good command of Spanish and other EU languages would be a plus.

**WHAT WE OFFER:**

- Fulltime contract in a highly stimulating work environment.
- Salary corresponding to the experience and professional profile.
- Start date: April/May 2024

Interested candidates, please send your CVs and motivation letter to [bespanol@teamitresearch.com](mailto:bespanol@teamitresearch.com) indicating reference number 2024-05