

**CHALLENGE Yourself. Make the DIFFERENCE.**

**JOIN CSM !**



To strengthen our Project Management Department, our fast growing company is currently seeking a highly motivated and enthusiastic

## **PROJECT ASSISTANT**

**This position is based in Mont-Saint-Guibert (Belgium)**

### **Main responsibilities**

- Assist the Project Manager in the setup and the daily conduct of their studies
- Encode study specific details into the ERP system CEMS
- Create the project specific documentation
- Review internal requests for Production/Distribution/Destruction/...
- Verify stock levels and inform the Project Manager in a timely manner
- Track & Trace of shipments and AOR until final delivery
- Reporting towards Project manager and customers
- Archiving of operational documents per study

### **Skills**

- High organizational and planning skills.
- Customer oriented.
- Fluent in English + French or Dutch. Any additional language (e.g. German) is an asset.
- Excellent verbal and written communication skills.
- Team worker and team spirit.
- Assertiveness and diplomacy.
- Excellent computer skills.
- GMP – GDP – GCP knowledge is an asset.

### **Offer**

At CSM, we understand our work within the clinical trial process could not happen without our dedicated employees. That's why we are striving to provide our employees with a challenging working environment which still promotes a work-life balance. We provide competitive compensation and a complete benefits package.

If you have the desire to play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: [gsmal@csmondemand.com](mailto:gsmal@csmondemand.com)

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#### *Delivering First Class Clinical Packaging Solutions*

*CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies. Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need.*

*CSM is designed to be agile, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality.*

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