

**This position is based in Schwalbach a.Ts (Germany).**

**Skills**

* English: good (verbal & writing)
* GMP – GDP – GCP knowledge.
* Good computer skills.
* Team worker and team spirit.
* Accuracy & elaborateness
* Good verbal and written communication skills.
* Customer oriented.

**Main responsibilities**

* Assist the Project Manager in the setup and the daily conduct of their studies
* Encode/enter study specific details into the ERP system CEMS
* Create the project specific documentation
* Prepare and 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
* Archiving/filing of operational documents per study

At CSM, we provide competitive compensation and a complete benefits package. If you have the desire to work hard and 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: [pmichels@csmondemand.com](mailto:ibertaggia@bnc-group.com)

**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. Regardless of the size or complexity of the project, CSM will expertly manage the clinical supply chain.

CSM’s only focus is clinical trial supplies, 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. CSM is designed to be agile, which for clients translates to confidence that CSM is ready to meet their clinical trial needs regardless of conditions.

We understand our work within the clinical trial process could not happen without our dedicated employees.

**Our growing company is currently seeking two highly motivated and enthusiastic**

**PROJECT ASSISTANTS**

**NEW CHALLENGES. NEW OPPORTUNITIES.**