



## ADMINISTRATIVE ASSISTANT

The Vienna School of Clinical Research (VSCR) is an international educational institute established as a non-profit association. It organises courses and workshops that focus on clinical research and are offered to physicians and other experts from all over the world. Since 2001 more than 5000 physicians and other medical experts from more than 90 different countries have attended VSCR courses. Primary office language is English. The permanent staff consists of a small team that is highly committed, well organised and relies on excellent processes and good working atmosphere.

### JOB DESCRIPTION:

- Preparation and organisation of courses (including administration of applications, communication with participants and speakers, hotel and travel arrangements and related price negotiations, preparation of course material, organization of social events, catering, coffee breaks, etc)
- Telephone and e-mail administration, reception, team coordination and support, development and design of power-point presentations
- Organisational support for the management team

### MANDATORY QUALITIES:

- Excellent computer skills (Microsoft office, Internet, e-mail)
- Fluent in English and German
- Creative and able to work independently
- Open-minded, respect for people, communicative and friendly (must enjoy to work with people and customers)
- Resistant to stress and able to work under pressure
- Team player
- Willing to learn and develop further
- Minimum professional experience: 3 years

**CONTRACT:** Limited for 1 year, with option to be extended

If you are interested, we would be pleased to receive your application by e-mail in English and in German.

VIENNA SCHOOL OF CLINICAL RESEARCH  
A-1030 WIEN, KÖLBLGASSE 10, TEL.: +43-1-713 40 51  
FAX.: DW 99, recruiting@vscr.at, www.vscr.at



## TRAINING COORDINATOR

### CLINICAL RESEARCH

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#### JOB DESCRIPTION:

- International course management including speakers coordination, moderation and presentation
- Support in development of curricula
- Support in further development of existing courses
- Support in development of new courses
- Support in participants recruitment and selection
- Project Management

#### MANDATORY QUALITIES:

- At least 3 years experience in the clinical research field
- Excellent computer skills (Microsoft office, Internet, e-mail)
- Fluent in English and German, French would be an advantage
- Willingness to travel worldwide up to 50% of working time
- Creative and able to work independently
- Open-minded, respect for people, communicative and friendly (must enjoy to work with people and customers)
- Resistant to stress and able to work under pressure
- Team player
- Willing to learn and develop further

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