

Document Specialist (Languages: English +one of the languages: French, German, Italian, Japanese, Portuguese, Spanish, Turkish, Chinese)

ELC GROUP s.r.o. is an international Regulatory affairs and clinical affairs consultancy with multiple offices in Europe and Asia, working with the pharmaceuticals companies across the globe. The Company is now facing an exciting time with further expansion of the business, leading to a number of opportunities arising to join the ELC GROUP team. We are looking for promising university graduates to join us! Initial contract for this position is: 3-5 months with possibility to extend!
MAIN RESPONSIBILITIES:

Maintenance of documents in the internal database
Quality Checks on documentation
Contributes to team goals by taking on extra administrative tasks when required.

COMPETENCY REQUIREMENTS:

PLEASE NOTE: THE POSITION IS FOR CANDIDATES LOCATED IN PRAGUE!

Degree: Life Science graduates (or students who is able to work next 3-5 months)
Language requirements: English fluent plus one of the languages: French, German, Italian, Japanese, Portuguese, Spanish, Turkish, Chinese
Familiar with Microsoft Windows Operating Systems and Office Suite
Able to focus on documents for a long period of time
Ability to work independently
Ability to follow strict standard operating procedures
Candidate with experience in document control/forms has advantage
Other skills:
Good organization and time management skills
Attention to details
Fast learner
Ability to handle sensitive and confidential information

Possible date to start: immediately

Initial contract: 3-5 months, home office with possibility to extend!

Please, email your CV and cover letter stating a position in the subject of your email to lucie.jichova@elc-group.com