

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for a **Regulatory Affairs Project Manager** to support global Regulatory Affairs team. This is Europe based position.

### **Role responsibilities:**

Project manager ensures that the projects are performed in a timely and effective manner and are completed. He/ she is capable to identify problems with the strategy execution programs. In this position Project Manager is responsible for:

- Direct, supervise and manage the scope of work, objectives, timelines, quality of deliverables, and all other project management activities;
- Handle LR team meetings to discuss project related activities, workload, issues, change, communications, and updates;
- Maintain lines of strategical communication with Client in order to meet project deliverables and milestones;
- Maintain contact with client/sponsor representative;
- Provide input for RA department strategic plans;
- Prepare and provide to Global Head Regulatory Affairs financial reports of provided services;
- Contributes to minimizing impact/risks on project objectives and deliverables;
- Attending conferences and training as required to maintain proficiency.

### **Role requirements:**

- University degree in Medicine, Pharmacy, Health Science, Biomedicine field;
- At least 5 years of Regulatory Affairs and/or project management (Pharma sector) experience;
- Fluency in native language and English;
- Good knowledge of MS Word, Excel, PowerPoint, Outlook, etc.
- Attention to detail, time-management and problem solving skills;
- Team management and decision-making skills;
- Proactive attitude;
- Flexibility and adaptability.

In Biomapas you will find supportive work environment with guarantee for professional and personal development, as well as competitive salary and benefits.

Please apply to [hr@biomapas.com](mailto:hr@biomapas.com)

In case you would like to get more information – please do not hesitate to contact Raimonda Klimiene, HR and Training manager by **+370 69 815 736**.

**Be kindly informed that only selected candidates will be contacted.**