

**AiCuris** was founded in 2006 and is specialised on infectious diseases. The company's activities comprises discovery, research and development of novel antiviral and antibacterial agents in the indications HIV, Herpes, Hepatitis B and C, Human Cytomegalovirus and (multi)resistant bacterial infections treated in the hospital. The highly innovative pipeline of AiCuris addresses specialist markets and severe, potentially life threatening infections with high medical need.

Currently AiCuris is offering the position of:

### **Clinical Trial Assistant (m/f)**

He/she will assist the Clinical Trial Manager and the Clinical Trial Team to manage trials efficiently according to ICH-GCP and to the required regulatory standards, especially with document management, tracking and archiving.

#### **Main tasks & responsibilities:**

- Create and maintain designated trial tracking tools in accordance with trial requirements,
- performs trial specific in-house filing and archiving,
- set-up and maintenance of Trial Master Files (TMF), incl. review and filing in collaboration with the Clinical Trial Manager,
- responsible for assisting with ongoing and final QC checks of TMF,
- assist the Clinical Trial Manager in all activities as required (e.g. prepare, distribute and file agenda, minutes and meeting materials, draft and/or assist with the preparation of trial-related documents, tools and templates),
- be administrative support for SAE management as required.

#### **Skills and Qualifications, preferred:**

- At least 1 year experience in assisting clinical trial management activities,
- experiences in filing a sponsor-related Trial Master File with all central filing sections,
- general understanding of ICH-GCP,
- strong verbal and strong written communication skills,
- fluent written and spoken English and German skills,
- degree in nursing, life sciences or "medizinischer Dokumentar",
- ability to work as a team player in a flexible and dynamic organization,
- Highly proficient in MS Office Suite.

The position is limited-in-time for one year in the first instance.

We offer an exciting and challenging job in an expanding and innovative company with an excellent R&D portfolio and a highly motivated team exhibiting many years of Big Pharma experience.

#### **How to apply**

To apply, please submit your full application inclusive your curriculum vitae and salary requirements exclusively via email in electronic form (**one** pdf-file). Please apply solely in english language!

AiCuris GmbH & Co. KG  
Attn. Sandra Wildhagen  
Friedrich-Ebert-Str. 475

Phone: +49 202 317 63 1176  
Email: [jobs@aicuris.com](mailto:jobs@aicuris.com)  
Building 302

Fax: +49 202 317 63 1177  
Web: [www.aicuris.com](http://www.aicuris.com)  
DE-42117 Wuppertal