

JOB DESCRIPTION**Job Title:**

Internship/Apprenticeship in Clinical Development and Quality Assurance

*Stagiaire/Alternant Développement Clinique/Assurance Qualité***Location:** Paris**MISSION STATEMENT**

Support the Chief Medical Officer and the QA Manager and for Clinical development work and work closely with the Head of Clinical Operations. The position reports directly to QA manager on a daily basis but will also report to the Chief Medical Officer for the clinical development tasks.

Assister le Chief Medical Officer et le responsable assurance qualité. Le poste est directement rattaché au responsable AQ au quotidien mais également au Chief Medical Officer pour les tâches liées au développement clinique.

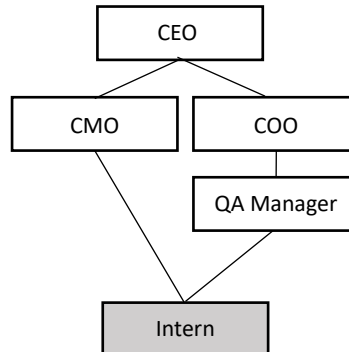
MAIN RESPONSABILITIESClinical development - Développement clinique

- Support the development of clinical study documents as study manuals and other clinical study documents,
Participer au développement de la documentation des études cliniques, comme les manuels d'études,
- Collaborate and support the Head of Clinical Operations on the development of clinical operational documents and tasks,
Collaborer et assister le Responsable des Opérations Cliniques dans la mise en place de la documentation et dans ses responsabilités,
- Support the Head of Clinical Operations on review of documents provided by the Clinical CRO (contract research organization),
Assister le Responsable des Opérations Cliniques dans la revue des documents fournis par les CRO cliniques,
- Support the CMO in any other tasks that may be assigned for Clinical Development or Clinical Operations.
Assister le CMO dans d'autres tâches de développement ou d'opérations cliniques.

Quality assurance - Assurance qualité :

- Draft and update quality documents,
Rédiger et mise à jour de documents qualité,
- Set up and update quality monitoring tools,
Mettre en place et mettre à jour les outils de suivi qualité,
- Set up and monitor quality indicators,
Mettre en place et assurer le suivi d'indicateurs qualité,
- Support the manager in various QA tasks.
Assister le responsable sur des tâches diverses d'AQ.

ORGANIZATION CHART



WORKING RELATIONSHIPS

| INTERNAL | EXTERNAL |
|--|----------------------|
| Headcount under responsibility: None <i>Aucun</i> | None <i>Aucun</i> |

QUALIFICATION, EXPERIENCE & SKILLS REQUIRED

- Degree in a health science as for example pharmacy school
Diplôme scientifique/pharmacie
- Operational English (B2/C1)
Bonne maîtrise de l'anglais (B2/C1)
- Proficiency in computer skills (MS Office package, including Word, Excel, Power Point and Outlook)
Maitrise des outils de bureautique (Pack Office, notamment Word, Excel, PowerPoint and Outlook)
- Synthesis and organizational skills
Esprit de synthèse et d'organisation
- Willingness to learn
Volonté d'apprendre
- Precise
Précis
- Adaptability
Polyvalence

ADDITIONAL INFORMATIONS (Type of contract, status...)

- Internship minimum 2 months
Stage 2 mois minimum