

PAION is a publicly listed specialty pharmaceutical company developing and aiming to commercialize innovative drugs for out-patient and hospital-based sedation, anesthesia and critical care services. PAION's lead compound is remimazolam, an intravenous, ultra-short-acting and controllable benzodiazepine sedative/anesthetic drug candidate for which PAION has completed the clinical development for use in procedural sedation in the U.S. Outside the U.S., PAION is currently focused on the development of remimazolam for general anesthesia. Development of remimazolam for intensive care unit (ICU) sedation is also part of the longer-term life-cycle plan for remimazolam.

PAION's vision is to become an acknowledged "PAIONeer" in sedation and anesthesia. PAION is headquartered in Aachen (Germany) with an additional site in Cambridge (United Kingdom).

For our team in **Cambridge** we are currently searching for full-time

Assistant (m/f)

Your tasks & responsibilities:

- Coordinate and arrange meetings (internal and external)
- Prepare meeting agenda
- Draft, consolidate and finalise minutes
- Organise telephone and video conferences
- Take care of incoming and outgoing mails and carry out general administrative duties
- Prepare internal and external correspondence
- Preparation and filing of study-specific documents
- Organize travel arrangements for entire Clinical development team and external consultants, DMC and Steering Committee members, as well as issue and process the subsequent travel expense reports
- Purchase publications / articles from scientific journals and file documents in PAION literature database

Your profile:

- Educational training as office assistant
- Experience in Pharmaceutical Industry and/or Health Services a plus
- Familiar with medical terminology
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook, etc.)
- Flexible with regard to working hours
- Strong organizational and planning skills
- Soft skills: flexible, service/customer-oriented and able to work under pressure
- Good time management
- Good team player
- English, German or other European languages appreciated

Do you want to work in an international and dynamic environment and would like to play an active role? We look forward to receiving your application preferably by email, to HR@paion.com

For further information please visit our website:
www.paion.com