

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. A full clinical development program for general anesthesia has been completed in Japan. In the EU, PAION initiated a Phase III trial in July 2018. Development of remimazolam for intensive care unit (ICU) sedation is also part of the longer-term life-cycle plan for remimazolam.

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

Assistant (m/f)

Your tasks & responsibilities:

- Coordinate and arrange meetings and events (internal and external)
- Prepare meeting agenda, and draft, consolidate and finalise minutes
- Organise telephone and video conferences and distribute information needed to participants
- Take care of incoming and outgoing mails
- Prepare internal and external correspondence
- Preparation and filing of study-specific and other documents
- Make travel arrangements for entire Clinical development team and external consultants, DMC and Steering Committee members
- Issue and process travel expense reports
- Update PAION contacts
- Purchase publications / articles from scientific journals and file documents in PAION literature database
- General administrative support
- Occasional travel to Aachen offices

Your profile:

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

PAION AG

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For further information please visit our website:

www.paion.com