

Student Assistant

– Business Development

Unique opportunity to be part of an award-winning international startup headquartered in Denmark.

ABOUT MEDTRACE

MedTrace A/S is a young life science startup working to improve the diagnostic precision of PET procedures at hospitals. Our main office is based at Scion DTU in Lyngby and our US office is placed in Boston, MA. Our market focus is USA, Japan and Europe in that order.

YOUR ROLE

We are looking for a student assistant who can join our efforts in developing our commercial business. Your main responsibilities will be to support our CEO in tasks related to market analysis, graphical design, stakeholder management and communication. Over time, you will be given your responsibility areas pertaining to your own interests.

The job is part-time; 15-20 hours per week with volunteer option for full-time in holiday periods.

Your tasks involve:

- Market Analysis (ad hoc)
- SoMe and website updates (continuously)
- Graphical design (ad hoc)
- Stakeholder Communication and supervision
- Board Meeting preparations and monthly reporting
- Conference preparation (project basis)
- CRM system maintenance (continuously)
- Ad hoc administrative tasks and management support

QUALIFICATIONS

For this position, MedTrace is seeking a masters student who:

- Is a self-driven and enthusiastic team player
- Has a passion for commercial business development
- Has flair for numbers
- Is fluent in US English, oral and written – international students are encouraged to apply
- Is an MS Office super-user, especially MS Excel and PowerPoint

Furthermore it is preferable if you:

- Have experience with creating graphical materials – knowledge of the Adobe suite is a benefit
- Have had relevant previous work experience
- Have had experience with different cultures, e.g. been abroad, extensive travel etc.

INTERESTED?

For more information please contact CEO Martin Stenfeldt at +45 28 10 41 49.

Send you application and resume to connect@medtrace.dk. Deadline **March 23, 2018**.